

CHANGE NOTICE FOR WORK FIRST MANUAL

MANUAL: Work First

CHANGE NO: 04-2004 Dated April 14, 2004

TO: County Directors of Social Services

EFFECTIVE: May 1, 2004, make the following changes to the Work First Manual.

I. CHANGE

In response to a situation that occurred in a county department of social services, the Division of Social Services has developed procedures by which county departments can receive, and repay to the state, Work First Family Assistance funds that were paid to a protective payee when the protective payee and the agency have lost contact with, and can not locate, the recipient.

These procedures are being added to Section 210 (Payment Procedures) of the Work First Manual.

II. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
210	1-7	210	1-8

This policy has been reviewed and approved by the Economic Services Committee. If you have any questions, please contact your Work First Representative.

Sincerely,

Jo Ann Lamm,

Family Support and Child Welfare Section

JAL:cb

Attachment

[WF210](#)

cc: Pheon Beal

Sherry Bradsher

Sarah Barham

Local Business Liaisons

Work First Representatives

Family Support and Child Welfare Services Team Leaders