CHANGE NOTICE FOR MANUAL

DATE: November 25, 2008

MANUAL: Work First User's Manual

CHANGE NO.: **5-2008**

TO: County Directors of Social Services

EFFECTIVE: **December 1, 2008,** make the following changes to the Work First User's Manual

I. GENERAL

This change notice transmits revisions to the Work First User's Manual. These changes are outlined below.

II. SPECIFIC CHANGES

A. WF700 – DSS-8124, 8125, and Check History Codes

WF702.A. Deletions of Any Members of the Case (Including Children) is being revised to:

1. Add the new adequate code 8N, 'You cannot receive WFFA because you are incarcerated. You are being evaluated for Medicaid and will receive a separate notice'.

2. Add the new adequate code 8O, 'You cannot receive WFFA because you are in an institution for Mental Diseases. You are being evaluated for Medicaid and will receive a separate notice'.

B. EP600 – Data Entry

1. EP600.02.F. Excused Absence Hours (Field 40A) and Holiday Hours (Field 40B) is being revised to include keying instructions for Holiday hours and the Holiday Table.

2. EP600.12 Error Messages is being revised to include the following new messages:

    a. WFJ182 Holiday Hours Cannot Exceed 16 Hours For This Month.

    b. WFJ183 Holiday Hours Cannot Exceed 18 Hours For This Month.

    c. WFJ184 Holiday Hours Are Not Allowed For This Month.

C. EP601 – Historical Data Entry

1. EP601.02 Access to Historical Client Record – Add screen is being revised to include:

    a. Participant Tracking as Option 9 on the Main Menu.

b.   Two new fields, EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours) on the Historical Client Record-Add screen.

2.   EP601.03 Historical Client Record – Add

a.   EP601.03.II.A.2.c. Existing Component and Report Month is being revised to include EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours).

b.   EP601.03.II.B. Component for the Report Month Does Not Exist is being revised to include EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours).

c.   EP601.03.III.A.2.c. Existing Job Type and Report Month is being revised to include EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours) on the Historical Client Record-Add screen.

d.   EP601.03.III.B.2. Job Type for the Report Month Does Not Exist is being revised to include EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours) on the Historical Client Record-Add screen.

e.   EP601.03.IV. EPIS Component and EPIS Employment Inquiry is being revised to include EXCU HRS (Excused Absence Hours) and HOL HRS (Holiday Hours) on the EPIS Component Inquiry Screen.

III.   **INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST USER'S MANUAL**

To maintain your current hard copy of the Work First User's Manual:

1.   Go to the DSS On-Line Manuals Change Notice website at

http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/chg/

2.   Click on Change No. 5-2008.

3.   Click on the "CN-5-2008" and attachment links at the bottom of the page to print the Change Notice and the attached documents.

4.   Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at http://www.adobe.com/

To update your current hard copy of the manual:

REMOVE		INSERT	
SECTION	**PAGES**	**SECTION**	**PAGES**
WF700	**1-2, 21-26**	**WF700**	**1-2, 21-26**
EP600	**1-2, 7-16, 25-27**	**EP600**	**1-2, 7-16, 25-27**
EP601	**1-8**	**EP601**	**1-8**

If you have any questions, please contact the DSS Information Support Staff at (919) 733-8938.

Sincerely,

Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:th
Attachments
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WFep600
WFep601