



## **CHANGE NOTICE FOR MANUAL**

**DATE: February 1, 2006**

**MANUAL: WORK FIRST MANUAL**

**CHANGE NO.: 01-2006**

**TO: County Directors of Social Services**

**EFFECTIVE: February 1, 2006**

### **I. BACKGROUND**

The purpose of this letter is to provide guidelines on timely notices for Child Support non-cooperation sanctions. As a reminder, Child Support non-cooperation cases must be sanctioned for at least one month or until compliance, if cooperation with Child Support occurs after the expiration of the timely notice.

### **II. SPECIFIC CHANGES**

Work First Manual Section 116

- A. A note has been added to Section 116 of the Work First Manual that includes language on the 10 workday timeframes for IV-D timely notices (DSS-8110).
- B. The second note has been added to clarify that the IV-D cooperation indicator (code) must be a "Y" before the sanction can be lifted.

Work First Manual Section 120

- A. Language has been added requiring the DSS- 8110 (timely notice) be sent within 10 workdays from the first time the individual appears on the Caseworker IV-D Work List.
- B. Report must be maintained for 3 years or when released from all audits, whichever occurs later.

Work First Manual Section 202

A. Clarifies that the Child Support non-cooperation sanctions require a DSS-8110 (timely notice) be sent within 10 workdays from the first time the individual appears on the Caseworker IV-D Work List. Child Support non-cooperation changes must occur no later than the month after the month of change.

B. The county Work First worker must use the ACTS (IV-D) screen to make sure the cooperation indicator (code) is keyed as a "Y" prior to lifting a sanction.

Work First Manual Section 264

A. Informs that IV-D non-cooperation sanctions require a timely notice (DSS-8110) be sent within 10 workdays from the first time the individual appears on the Caseworker IV-D Work List.

B. Maintain the Notice register for three (3) years or until released from all audits, whichever occurs later.

### **III. IMPLEMENTATION INSTRUCTIONS**

This change is effective February 01, 2006.

### **IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL**

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#### **Section Pages Section Pages**

116 7 116 7

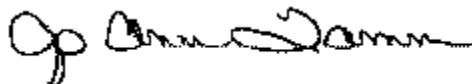
120 1-10 120 1-10

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264 1-26 264 1-27

If you have any questions, please contact your Work First Representative.

Sincerely,



Jo Ann Lamm, Chief

Family Support & Child Welfare Services Section

JAL/cem

[WF116.pdf](#)

[WF120.pdf](#)

[WF202.pdf](#)

[WF264.pdf](#)

cc: Pheon Beal

Sherry Bradsher

Children's Program Representatives

Work First Representatives

Family Support and Child Welfare Services Team Leaders

Local Business Liaisons