



CHANGE NOTICE FOR MANUAL

DATE: February 11, 2008
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 01-2008
TO: County Directors of Social Services
EFFECTIVE: March 1, 2008

I. BACKGROUND

The changes that are addressed in the attached Section 103 of the Work First Manual are to clarify that workers are expected to monitor participants' progress at least every 12 weeks. Also, to clarify that the month of ineligibility is the first month following expiration of the timely notice.

II. SPECIFIC CHANGES

Section 103

- A. Removal of first two paragraphs under III B and replaced with new paragraphs to clarify that the month of ineligibility is the first month following expiration of the timely notice.
- B. Removal of complete paragraph under IV B and replaced with new paragraph to state that participants' attendance information must be collected and reviewed as instructed in WF118. In addition, workers are expected to monitor participants' progress at least every 12 weeks.

III. IMPLEMENTATION INSTRUCTIONS

This policy is in effect as of March 1, 2008.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
103	3-8	103	3-8

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

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse Johnson, Chief
Family Support & Child Welfare Services

CJ/gbw

Attachments:
WF103