



CHANGE NOTICE FOR MANUAL

DATE: September 24, 2007

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 04-2007

TO: County Directors of Social Services

SUBJECT: Implementation of the Work Verification Plan , Substance Abuse Screening, Age Rule, and the Step-relative Clarification

EFFECTIVE: October 1, 2007

I. BACKGROUND

The changes that are addressed in the attached sections of the Work First Manual are to clarify that those applicants or recipients providing evidence of currently participating in a treatment program are not required during application or review, if appropriate, to be screened for substance abuse, to clarify that spouses of step relatives do not meet the kinship rule, and to incorporate the changes related to the Work Verification Plan as a result of the Deficit Reduction Act of 2005.

II. SPECIFIC CHANGES

Section 104B

- A. The note under II. "The required Substance Abuse Screening of all Adult Work First Applicants/Recipients" has been expanded to allow applicants/recipients that are currently participating in substance abuse treatment programs be excluded from the substance abuse screening process.
- B. The Consent Form (DSS 8219) has been revised.
- C. Attachments have been re-named as Figures to be consistent with other manual sections.

III. Section 109

- A. Clarification was added to 109 I. stating that children eighteen years old and still in high school and expected to graduate from high school by the month of their 19th birthday can receive Work First through the month they graduate from high school.

Section 112

- A. A note has been added under II. E that spouses of step relatives do not meet the kinship rule.
- B. Clarification has been added to paragraph III that states the "individual child" is ineligible if "living with" can not be established.

IV. Section 118

- A. All changes related to the Work Verification Plan have been added to policy.
- B. The Work Experience Agreement (DSS-6905) has been revised.

IMPLEMENTATION INSTRUCTIONS

This policy is in effect as of October 1, 2007.

V. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
104B	All	104B	1-7
109	All	109	1-2
112	All	112	1-4
118	All	118	1-47

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

Sincerely,



Esther T. High, Acting Chief
Family Support and Child Welfare Services Section

ETH/cem/gw
Attachments:
WF104B
WF109
WF112
WF118
DSS 8219
DSS 6905