



CHANGE NOTICE FOR MANUAL

DATE: August 17, 2006

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 05-2006

TO: County Directors of Social Services

EFFECTIVE: September 1, 2006

I. BACKGROUND

The purpose of this letter is to provide clarification on 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 120

A. In the Background section of 120 I., the statement has been added that a family under sanction remains eligible for Work First services.

B. Text has been added to 120 II C. "When Ending a Sanction" to clarify that a sanction must be applied for a minimum of one (1) month when cooperation occurs after the expiration of the DSS-8110 (timely notice).

C. The text in "B" above has been added to 120 III C.

D. Policy has been added to allow applicants that fail to cooperate with his/her MRA Plan of Action to be sanctioned at application.

E. The sections mentioned above except for 120 I. have been re-formatted to remove the notes and add numerals.

III. IMPLEMENTATION INSTRUCTIONS

This change is effective September 1, 2006.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

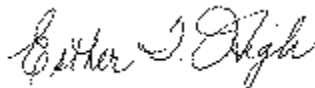
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Section Pages Section Pages

120 1-10 120 1-10

This policy was approved through the Economic Services Committee on August 9, 2006. If you have any questions, please contact your Work First Representative.

Sincerely,

A handwritten signature in cursive script, appearing to read "Esther T. High".

Esther T. High, Acting Chief

Family Support & Child Welfare Services Section

EST/cem

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