



CHANGE NOTICE FOR MANUAL

DATE: August 30, 2006

MANUAL: WORK FIRST MANUAL

CHANGE NO.: 07-2006

TO: County Directors of Social Services

EFFECTIVE: September 1, 2006

I. BACKGROUND

The Department of Revenue's rules state a debt that is above \$25 can be submitted for tax intercept. The Attorney General's Office states that debts should continually be submitted to Department of Revenue indefinitely since it is a debt owed to the State. The Office of the Controller states they have an obligation to ascertain statutory and policy requirements for accounts being requested to be written off. Request for write off in the instances of death with verification of no estate or bankruptcy with approval of our current procedures will continue. Request for write off for the reason of unable to locate will not be accepted by the State.

II. SPECIFIC CHANGES

Work First Manual Section 263Pt1

A. Correct threshold amount of \$25.00 for tax intercept.

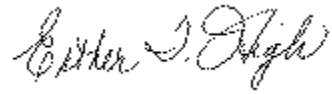
B. Removal of write off category unable to locate.

III. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove			Insert	
Section	Pages		Section	Pages
263Pt1	2-11		263Pt1	2-11
263Pt1	20		263Pt1	20

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

Sincerely,

A handwritten signature in black ink that reads "Esther T. High". The signature is written in a cursive style with a large initial 'E'.

Esther T. High, Acting Section Chief

eth/ds Family Support & Child Welfare Services Section

Attachment:

[WF263.pdf](#)

cc: Sherry Bradsher

Jo Ann Lamm

Hank Bowers

Sarah Barham

Family Support and Child Welfare Services Team Leaders

Work First Program Representatives

Children's Program Representatives