



**CHANGE NOTICE FOR MANUAL**

**DATE:** December 17, 2010  
**MANUAL:** WORK FIRST MANUAL  
**CHANGE NO.:** 1-2011  
**TO:** County Directors of Social Services  
**EFFECTIVE:** January 1, 2011

**I. BACKGROUND**

The policy addressed in this notice is for Work First Manual Section 002. The purpose of the change is to provide policy on non-discrimination and grievance procedures for the Work First program.

**II. SPECIFIC CHANGES**

The new manual section is entitled: Non-Discrimination Policy and Grievance Procedures. Instruction is given regarding counties responsibility in ensuring that applicants and participants are informed of their Civil Rights, the grievance process, and how to file a discrimination complaint. The local Work First agency must display the DSS-5329, Work First Complaint Procedures, to inform applicants and participants of the process.

**III. IMPLEMENTATION INSTRUCTIONS**

The policy is effective January 1, 2011.

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

Remove		Insert	
Section	Pages	Section	Pages
		002	All

If you have questions, please contact your Work First Program Consultant.

Sincerely,

Dean Simpson, Chief  
 Economic and Family Services Section

DS/sdm

Attachment:

[WF002](#)

cc: Sherry S. Bradsher  
Jack Rogers  
Kathy Sommese  
Hank Bowers  
Kevin Kelly  
Work First Local Support  
Local Business Liaisons