



CHANGE NOTICE FOR MANUAL

DATE: March 15, 2011
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 3-2011
TO: County Directors of Social Services
EFFECTIVE: April 1, 2011

I. BACKGROUND

The policies addressed in the change notice are for Work First Manual sections 111, 118, 119 and 120. This policy change will incorporate Work First Benefits, work registration and sanction policy into the policy manual. The following three Administrative Letters are made obsolete by this change.

WFB policy was issued in Administrative Letter EFS_WF_AL-7-2009 dated September 24, 2009 and in Administrative Letter EFS_WF_AL-10-2009 dated October 29, 2009. Additional clarification of policy regarding work registration was issued in Administrative Letter EFS WF AL-11-2010 dated May 3, 2010.

The previous Section 119, entitled "Work First For Two Parent Families" is deleted and replaced by a new section named "Work First Benefits" that incorporates the "pay after performance" payment methodology for all cases that include at least one adult.

Throughout the sections, the word "worker" has been replaced with "caseworker" for uniformity.

II. SPECIFIC CHANGES

Work First Manual Section 111

Figure 1 is updated to include the recent policy change regarding citizenship and identity for children born in the United States to a mother who was covered by Medicaid for the delivery of the child. In addition, a web link is provided to verify Federally recognized Indian Tribes.

Work First Manual Section 118

A. SECTION II

Policy related to work registration that was issued in Administrative Letter EFS WF AL 11-2010 dated May 3, 2010 is incorporated into WF 118 II.

B. SECTION VIII

Discussion formerly located at WF 119 XIV. referring to determining the incapacity of a parent has been moved out of WF 119 and incorporated into WF 118 at VIII. This policy has not changed.

Work First Manual Section 119

A. SECTION VI

When a work list item is received from IVD stating that a payee in a WFB case is in non-coop status, the family will not receive the WFFA check for the month of non-cooperation. This is regardless of whether the parent later cooperates with child support. A timely notice regarding termination of the payee's Medicaid coverage will be sent. Whether the payee cooperates before or after the timely notice period or cooperates during the same month does not have any effect on the withholding of that month's check.

B. SECTION VIII

1. The deadline for participants to report hours is the fifth work day of the month following the month of participation. Workers may accept documentation submitted after the fifth work day if there is a good cause reason why the information is late. Workers may issue a check at any time that compliance is documented, but if late documentation is accepted (after the fifth work day) there must be documentation in the case record explaining the delay.
2. When a participant has not provided all the necessary documentation by the fifth work day of the following month, the worker should make an effort to contact the participant to determine if good cause exists or if help is needed to obtain documentation.

C. SECTION IX

1. Workers must issue WFB checks within three work days following the participant's submission of adequate documentation.
2. If required documentation has not been received by the 15th calendar day of the month following the report month, and efforts to reach the participant for an explanation have been unsuccessful, the worker must transfer the case to MAF.

D. SECTION X

The administrative reapplication process, as described in [WF 203](#), may be used if the family wants to reapply within the first ten calendar days of the month the case transferred to Medicaid. This may be done if no changes have occurred that would affect eligibility and the family has provided documentation of compliance with their MRAs.

Work First Manual Section 120

A. SECTION II

1. WF 120 II. has been edited to clarify the difference in the treatment of WFB (pay type 2) cases from child only (pay type 1) cases when applying a IVD sanction. There is no change in the sanction policy for child only cases.
2. Instruction is inserted at WF 120 II. B. stating that "Action to initiate a sanction must be taken within ten work days of receiving the work list item from ACTS."
3. A note is added at WF 120 II. B. 2. to clarify that the WFB payment will not be issued for the month of non-coop as indicated on the Caseworker IVD Work List. This is regardless of whether the payee later cooperates, even if he or she cooperates prior to expiration of the timely notice.

B. SECTION III

WF 120 III. has been edited to indicate that the MRA sanction procedures apply only to child-only cases.

C. SECTION VI

WF 120 VI. has been deleted because the topic is now addressed in WF 130 Application Processing.

D. SECTION VIII

WF 120 VIII. has been deleted because it does not apply to sanctioned cases in payment type S, and for WFB cases the situation is now addressed in WF 119.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy at the next review, application, or change in situation and to:

- any IVD non-cooperation work list item dated April 1, 2011 or later.
- any WFB payments processed on or after April 1, 2011 (i.e. March checks).

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove			Insert	
Section	Pages		Section	Pages
111	Figure 111-1		111	Figure 111-1
118	1-3, 5-6, 20, 35-42		118	1-3, 5-6, 20, 35-42
119	All		119	1 - 5
120	All		120	1 - 11

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

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/ctb

- [WF111f1](#)
- [WF118](#)
- [WF119](#)
- [WF120](#)

- cc: Sherry S. Bradsher
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