#### CHANGE NOTICE FOR MANUAL

DATE: October 6, 2022

MANUAL: WORK FIRST MANUAL

CHANGE NO.: WF-CN3-2022

TO: County Directors of Social Services

**EFFECTIVE:** November 1, 2022

#### I. BACKGROUND

The purpose of this change notice is to address Work First Manual Section 120: Sanctions. Administrative Letter (AL) 3-2014: Mutual Responsibility Agreement Sanctions for Work First Child Only Cases has been incorporated into Policy Section 120.

#### II. SPECIFIC CHANGES

#### **Background**

- Incorporated language from AL 3-2014 to include guidance for Work First Child Only and Work First Employment Services cases.
- Added language to include the use of the DSS-6244 Adequate Notice.
- Added guidance for case closure due to sanction.

## Sanction for Failure to Cooperate with Child Support

Added guidance for how to correctly apply a sanction.

### Sanction for Failure to Meet Provisions of the Mutual Responsibility Agreement

- Added language to provide guidance for the MRA-A and/or MRA-B.
- Updated the "Good Cause" reasons.
- Updated guidance for correctly "Applying the Sanction."
- Updated guidance for correctly "Ending a MRA Sanction."

# Child Care Exception to a MRA Sanction for a Work-Related Reason (Applicable Only to Single-Parent Families)

• Updated the reasons for Inappropriate Child Care

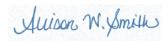
#### MRA Sanction and Food and Nutrition Services (FNS)

• Included language regarding the notification of the FNS case manager of a family's Work First sanction.

### III. IMPLEMENTATION PROCEDURES

This policy is effective November 1, 2022. Please contact your Continuous Quality Improvement (CQI) Specialist at <a href="mailto:dss.policy.questions@dhhs.nc.gov">dss.policy.questions@dhhs.nc.gov</a> with any questions or concerns.

# Sincerely,



Allison Smith, Deputy Director Economic and Family Services Division of Social Services

CW/klg

Attachment: WF 120