

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES
EFS_WF_AL-1-2017
Work First Program**

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers and Supervisors

DATE: March 20, 2017

SUBJECT: Work First Services for Low Income Families and the 2017 Federal Poverty Income Guidelines

EFFECTIVE DATE: April 1, 2017

I. GENERAL INFORMATION

The purpose of this letter is to provide the United States Department of Health and Human Services (HHS) Poverty Guidelines for 2017 and eligibility procedures for Work First Services. These procedures also apply to coding for administrative purposes when using funds for TANF eligible families.

Each year HHS issues poverty guidelines, which are published in the Federal Register. These guidelines are used to develop the following charts. The charts are used to determine income eligibility for Work First Services for Low Income Families At or Below 200% of Poverty.

200% of Federal Poverty Income Guidelines for 2017 – (Monthly Income Limits)

Family Size	1	2	3	4	5	6	7	8
200%	\$2,010	\$2,707	\$3,404	\$4,100	\$4,797	\$5,494	\$6,190	\$6,887

For each additional family member add \$697.

150% of Federal Poverty Income Guidelines for 2017 – (Monthly Income Limits)

Family Size	1	2	3	4	5	6	7	8
150%	\$1,508	\$2,030	\$2,553	\$3,075	\$3,598	\$4,120	\$4,643	\$5,165

For each additional family member add \$523.

II. POLICY PROCEDURES

The eligibility determination process is completed in NC FAST via the Work First Services IEG. Once eligibility is determined, complete the DSS-5027. The DSS-5027 serves as the application, the notice of rights and service authorization for Work First Services. The worker

must complete the appropriate sections and provide the applicant with a copy of the notice. Instructions for completing the DSS-5027 are found in the [Services Information System \(SIS\) Manual](#).

Applicants for Work First Services must also meet the following additional eligibility requirements as well as those outlined/written in the county agency's Work First Services policy.

- a. Families must meet the resource limits as defined for Work First cash assistance.
- b. Individuals cannot be included in the need standard when:
 1. The individual has an Intentional Program Violation (IPV).
 2. The individual has the status of a fleeing felon or parole/probation violator.
 3. The individual has a conviction on or after August 23, 1996, under federal or State law of any offense committed on or after August 23, 1996, which is classified as a felony by the jurisdiction involved and has as an element the possession, use, or distribution of a controlled substance. This does not apply to individuals convicted of Class H or I controlled substance abuse felony offenses in North Carolina.

Workers must accept the family's statement that no family members meet any of the conditions listed above; except for verification of Class H or I controlled substance felony. Follow the process outlined in [Work First Manual Section 104A](#), Individual Criminal Violations. If appropriate, use the [DSS-5271](#), Individual Criminal Violations Declaration Statement, to document the family's statement.

Workers may utilize the [DSS-6963-C](#), Mutual Responsibility Agreement- Part C to assist in developing a self-sufficiency plan for adults receiving Work First Services. The worker cannot apply sanctions for non-compliance with the MRA-C for Work First Services.

The [DSS-5327](#), Learning Needs Screening Tool must be offered to all Work First Services applicants, including child-only applicants. The applicant must sign the [DSS-5330](#), Learning Needs Screening Tool Waiver and Consent Agreement.


III. IMPLEMENTATION PROCEDURES

Apply this policy to applications taken on or after April 1, 2017. Effective April 1, 2017, NC FAST will reflect the revised FPL guidelines. County agencies will be notified when the revised DSS-8225/8225sp (Eligibility Worksheet) is available at [NC DHHS Online Publications](#).

IV. EFFECTIVE DATE

This policy is effective April 1, 2017. Please email any questions regarding this policy to DHHS Operational Support Team (OST) at ost.policy.questions@dhhs.nc.gov.

Sincerely,



David Locklear, Chief
Economic and Family Services