



## CHANGE NOTICE FOR MANUAL

**DATE:** March 13, 2020  
**MANUAL:** WORK FIRST MANUAL  
**CHANGE NO.:** WF\_CN1-2020  
**TO:** County Directors of Social Services  
**EFFECTIVE:** April 1, 2020

### I. BACKGROUND

The purpose of this change notice is to update Manual Section 102, Short-Term Services and Benefits. This update provides clarification regarding the Cash Assistance application process and procedures for short-term services.

### II. SPECIFIC CHANGES

#### A. Section I, Short-Term Services and Benefits

1. Addition of policy section introduction and purpose.
2. The definition of assistance is provided to clarify what services and benefits are assistance.

#### B. Section II, Benefit Diversion

1. The manual section subtopic title Which Families Are Potential Candidates for Benefit Diversion was changed to Assessing Families for Benefit Diversion to incorporate assessment guidance.
2. Removal of subtopic title Presenting the Benefit Diversion Package.
3. The eligibility requirements are updated to include individual criminal violations and no intentional program violation.
4. Language added to explain certification period limitations.
5. Removal of EIS trial budget process requirement.
6. Removal of reference to the use of the obsoleted DSS-8124.
7. Removal of child support referral process.
8. Removal of the Medicaid referral process when an application for Benefit Diversion is denied. Applications are no longer automatically evaluated for Medicaid eligibility.
9. Removal of the NOTE: Due to the Citizenship / Identity mandates some families may not be able to meet the eligibility requirement within the 45-day timeframe. In such instances Benefit Diversion may not be appropriate in meeting the family's immediate need. If this situation

occurs, the County may explore alternative funding sources, such as Emergency Assistance.

10. Removal of all subtopics regarding Medicaid requirements for Benefit Diversion.

**C. Section IV, Work First Services for Low-Income Families at Or Below 200% of Poverty**

1. Language added to address annual county requirement for designating the federal poverty limit the county will use to determine eligibility.
2. Removal of language regarding the use of the DSS-8225 to determine eligibility.
3. The 2019 Federal Poverty Income Guidelines at or below 200% chart was added.
4. Additional steps added to the eligibility process to include evaluation of resources and individuals who must be excluded from the need standard.
5. Language added to include eligibility requirements for child only payees.
6. Subtopic Definition of Assistance changed to Available Services.

**D. Section V, Employment Services for Non-custodial Parents**

1. Removal of language regarding the use of the DSS-8225 to determine eligibility.
2. Subtopic Definition of Assistance changed to Available Services.

**III. IMPLEMENTATION PROCEDURES**

These changes are effective April 1, 2020. Apply this policy to all applications, changes, and recertifications initiated on or after April 1, 2020.

This revision to Work First Manual Section 102 incorporates the policy guidance issued in prior DSS Administrative Letters. The following DSS Administrative Letters are now obsolete:

1. DSS Administrative Letter EFS (Work First) 4-2018
2. DSS Administrative Letter EFS (Work First) 1-2017
3. DSS Administrative Letter EFS (Work First) 1-2008

Submit any policy questions regarding this policy to the Economic and Family Services Operational Support Team (OST) to [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



David Locklear, Deputy Director  
Economic and Family Services  
Division of Social Services

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**Attachment: WF 102**