

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 4-2015
(Work First)**

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators and Supervisors

DATE: July 28, 2015

SUBJECT: Notices and Forms for Work First Substance Use/Mental Health Initiative

EFFECTIVE DATE: August 1, 2015

I. GENERAL INFORMATION

The purpose of this letter is to provide Departments of Social Services (DSS) with the required notices and forms to support revised Work First Manual Section 104B, Substance Use/Mental Health Initiative.

The implementation date for the revised policy and newly developed procedures is August 1, 2015 and applies to Standard and Electing Counties.

II. POLICY PROCEDURES

A. Revised Forms

DSS-1665/1665 Spanish - Work First Cash Assistance Protective Payee Agreement
DSS-5325/5325 Spanish - Substance Use Behavioral Indicator Checklist II
DSS-8218/8218 Spanish - Audit/DAST-10
DSS-8219/8219 Spanish - Consent for Release of Confidential Information

B. New Forms

DSS-8215/8215 Spanish – Substance Use Information Sheet
DSS-8218A/8218A Spanish - Work First Program Substance Use Screening Notice
DSS-8218B/8218B Spanish - Work First Program Testing Notice
DSS-8223 - Substance Use Referral Log
DSS-8224/8224 Spanish - Work First Program Referral to Qualified Professional in Substance Abuse (QPSA)

C. Notice text for the DSS-8108, Notice of Benefits and the DSS-8110, Your Benefits Are Changing

NC Fast is developing the automated notice text for eligibility decisions based on substance use sanctions and program disqualification. Until the automated text is available, Work First program staff must manually enter the following text on the applicable form.

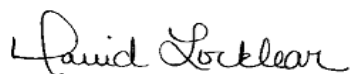
“Your family has been approved for Work First Family Assistance but an adult in your home failed to comply with eligibility requirements. You will not receive cash assistance for the following individual(s) from XX-XX-XXXX through XX-XX-XXXX. State Rules supporting this action are found in Section 104B of the Work First Manual.”

III. IMPLEMENTATION PROCEDURES EFFECTIVE DATE

The forms and notices are effective on August 1, 2015 with the implementation of Work First Manual Section 104B. At that time, discontinue the use of any prior form revisions. Failure to do so may result in monitoring and/or audit findings for the County DSS. The DSS-8218 is found on the Assessments Tab in NC FAST. All other forms will be available at [DSS Online Publications](#) and the NC FAST Forms Library.

Please email any questions to ost.policy.questions@dhhs.nc.gov.

Sincerely,



David Locklear, Chief
Economic and Family Services

Attachments

- [DSS-1665](#)
- [DSS-1665sp](#)
- [DSS-5325](#)
- [DSS-5325sp](#)
- [DSS-8215](#)
- [DSS-8215sp](#)
- [DSS-8218](#)
- [DSS-8218sp](#)
- [DSS-8218A](#)
- [DSS-8218Asp](#)
- [DSS-8218B](#)
- [DSS-8218Bsp](#)
- [DSS-8219](#)
- [DSS-8219sp](#)
- [DSS-8223](#)
- [DSS-8224](#)
- [DSS-8224sp](#)