

CHANGE NOTICE FOR MANUAL

DATE: August 13, 2007

MANUAL: Work First User's Manual
CHANGE NO: 1-2007
TO: County Directors of Social Services
EFFECTIVE: Upon receipt, make the following changes to the Work First User's Manual

I. GENERAL

This change notice transmits revisions to the Work First User's Manual. These changes are outlined below.

II. SPECIFIC CHANGES

A new data field, CHILD ONLY RSN, has been created to identify Work First cases that contain children only (Child Only Cases), new change and termination codes, and removal of the social security number assigned as the individual ID displayed on screens throughout the user's manual.

A. WF200 – Common Name Database

Section WF200.02 – Absent Parent Database is revised to remove the social security number assigned as the individual ID on the EIS Name/SSN Name Search screen.

B. WF300 – EIS Inquiries

Section WF303.01 – Current Case Data (CD) screen is revised to add the new data field, CHILD ONLY RSN.

C. WF400 – Verification Inquiries

Section WF409 – Online Verification (OLV) has been added to include a link to the EIS Manual.

http://info.dhhs.state.nc.us/olm/manuals/dma/eis/man/EIS1109.htm#P10_267

D. WF700 – DSS-8124, DSS-8125, and Check History Codes

1. Section WF700.01 – Case Level Coding is revised to add a new section, Child Only Reason (RSN) Code (CDE):

<u>RSN CDE</u>	<u>RSN CDE Definition</u>
SSI	Parent is an SSI Recipient
SAN	Parent is in Sanction
CIT	Parent is an Undocumented Immigrant
REL	Payee is a Relative Caregiver or Legal Custodian/Guardian

2. Section WF702 B. – Other Downward Payment Changes is revised to include two new change codes, '2X' and '6W', with notice text: 'Your Work First Family Assistance will decrease as a result of verified information'. Use these codes when making changes to an AAF case that contains a payment type 1, 2, or S.
3. Section WF702 J. – Program Transfer Change Codes is revised to include:
 - a. A new format displaying program transfer changes codes for AAF cases that contain a payment type 1, 2, or S and transferring to MAF, MIC, MPW, and AAF payment types 4 and 5. Since these are program transfers to Medicaid, the codes listed in the Work First User's Manual are the same as listed in the EIS Manual. Six change codes included in the EIS Manual are being added to the Work First User's Manual, as follows:
 1. AAF to MAF change codes are '2K' and '6K' with the notice text: 'Your Work First Family Assistance is stopping because you do not qualify for at least the minimum payment. However, you will continue to receive Medicaid as long as you are eligible.'
 2. Two new change codes, '1P' and '6V', to be used when transferring an AAF case that contains a payment type of 1, 2, or S to MAF. The notice text is: 'Your earned income is too high for you (your family) to get Work First Family Assistance based on verified information. Your eligibility for Medicaid is being evaluated.'
 3. AAF Payment Type '1' or '2' to AAF Payment Type '4' change codes are '41' and '73'. Use when you mail a manual notice. Enter 'Y' for NOTICE OVERRIDE on the DSS-8125.
 4. AAF payment Type '1' or '2' to AAF Payment Type '5' change codes '4M' and '8M' with the notice text: 'Your family's earned income is too high for your family to receive Work First Family Assistance.'
 - b. Two new change codes, '1X' and '6Y', to be used when transferring an AAF case that contains a payment type of 1, 2, or S to AAF payment type '5'. The notice text is: 'Your family's earned income has increased based on verified information.'
4. Section WF703 – Termination Codes – DSS-8110A

Section WF703 C. - Work First Termination Codes To Terminate Active Cases is revised to include two new termination codes, '1A' and '6N', with notice text: 'You have failed to provide information which is needed to determine eligibility'. Use these codes when terminating an AAF case that contains a payment type of 1, 2, or S.

E. WF900 – Automated Child Support Referral

Section WF900.04 – Child Support EIS/ACTS Interface is revised to remove the social security number assigned as the individual ID from the EIS Caseworker IV-D Work List report.

F. WF1100 – On-Line DSS-8125 Screen Instructions

Section WF1100 is revised to include the new Child Only RSN code field on the DSS-8125. At approval or change in situation, if the case is a child only case and the Child Only RSN code is not currently on the case, the Child Only RSN code is required to be entered. The code may be changed to another code as long as the case continues as a child only case. When the case is no longer a child only case or the case is transferred to MAF or AAF payment type 4 and 5, EIS removes the code automatically.

G. EP300 – EPIS Inquiries

Section EP300.04 – Name Search is revised to remove the social security number assigned as the individual ID from the EPIS Name Search screen.

The Work First User’s Manual has been updated with these changes and is available in PDF format (see below).

III. INSTRUCTIONS FOR MAINTAINING WORK FIRST USER’S MANUAL

To maintain your current hard copy of the Work First User’s Manual:

1. Go to the DSS On-Line Manuals website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-96/man/index.htm>
2. Click on Change No. 1-2007
3. Click on the “CN 1-2007” and the attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
WF200	1-2, 9-10	WF200	1-2, 9-10
WF300	1-2, 3-4	WF300	1-2, 3-4
WF400	1-2, 11-12	WF400	1-2, 11-12
WF700	1-2, 3-8, 21-31	WF700	1-2, 3-8, 21-32
WF900	1-2, 15-16	WF900	1-2, 15-16
WF1100	1-55	WF1100	1-56
EP300	1-2, 5-6	EP300	1-2, 5-6

If you have any questions, please contact the DSS Information Support Staff at (919) 733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:ba

Attachments

[WF_CN1-2007](#)

[WFum200](#)

[WFum300](#)

[WFum400](#)

[WFum700](#)

[WFum900](#)

[WFum1100](#)

[WFep300](#)