



## CHANGE NOTICE FOR MANUAL

**DATE:** February 25, 2003

**MANUAL:** Work First

**CHANGE NO:** 4-2003

**TO:** County Directors of Social Services

**EFFECTIVE March 1, 2003,** make the following changes to the Work First Manual.

### **I. BACKGROUND**

The purpose of this change notice is to delete all references to Automated Food Stamps (AFS). The Eligibility Information System (EIS) and the Food Stamp Information System (FSIS) will not support the existence of AFS cases on or after March 1, 2003. Implementation instructions were issued via DSS Administrative Letter No. Economic Independence 4-2003.

### **II. SPECIFIC CHANGES**

#### **A. Section 101, Initial Screening and Assessment**

Removes references to Automated Food Stamps, references to DSS forms recently replaced by Medicaid forms, references to Welfare to Work, and corrects Medicaid references.

#### **B. Section 104, The Application Interview**

Removes references to Automated Food Stamps. Adds policy that it is acceptable to use the original application form and documentation if there is a reapplication within 45 days of the original application.

#### **C. Section 104C, First Stop Employment Assistance**

Removes references to Automated Food Stamps. Adds clarification that single custodial parents with a child under age 12 months who uses

exemption code “S” must register with First Stop at first review following termination of exempt status.

**D. Section 105, Federal 60-Month Time Limit**

Removes references to Automated Food Stamps. Clarifies existing hardship exemption criteria and the hearing process.

**E. Section 105A, Work First 24-Month Time Limit**

Removes references to Automated Food Stamps.

**F. Section 110, Rule to Apply for a Social Security Number**

Removes references to Automated Food Stamps.

**G. Section 112, Kinship/Living With Rule**

Removes references to Automated Food Stamps. Clarifies that legal guardianship is acceptable for kinship/living with requirements.

**H. Section 114, Income and Budgeting**

Removes references to Automated Food Stamps.

**I. Section 117, Automated Food Stamps**

Entire section is **obsolete** effective March 1, 2003.

**J. Section 119, Work First for Two-Parent Families**

Removes references to Automated Food Stamps.

**K. Section 201, Reviews for Work First Family Assistance**

Removes references to Automated Food Stamps. Removes Medicaid policy and adds references to Family and Children’s Medicaid Manual.

**L. Section 202, Changes in Situation**

Removes references to Automated Food Stamps and references to the \$30 and 1/3 and the \$30 disregards. Removes Medicaid policy and adds references to Family and Children’s Medicaid Manual.

**M. Section 203, Administrative Reopen/Reapplication**

Removes references to Automated Food Stamps. Replaces references to Personal Responsibility Contract with references to the Mutual Responsibility Agreement.

#### **N. Section 204, Changes in County of Residence**

Removes references to Automated Food Stamps.

### **III. IMPLEMENTATION INSTRUCTIONS**

These changes are effective March 1, 2003.

### **IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL**

<b>REMOVE</b>		<b>INSERT</b>	
<b>Section</b>	<b>Pages</b>	<b>Section</b>	<b>Pages</b>
101	1-2, 5-6, 9-10	101	1-2, 5-6, 9-10
104	5-8, 17-18	104	5-8, 17-18
104C	1-12	104C	1-12
105	1-9	105	1-9
105A	5-16	105A	5-16
110	1-5	110	1-5
112	1-2	112	1-2
114	1-2, 33-34	114	1-2, 33-34
117	Entire Section	Nothing to Insert	
119	1-8	119	1-8
201	1-3	201	1-2
202	1-9	202	1-5
203	1-4	203	1-4
204	1-2	204	1-2

This policy has been reviewed and approved by the Economic Services Committee.

If you have any questions, please contact your Work First Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

WRM/RRM/bh

Attachments

[WF101](#)

[WF104](#)

[WF104C](#)

[WF105](#)

[WF105A](#)

[WF110](#)

[WF112](#)

[WF114](#)

[WF119](#)

[WF201](#)

[WF202](#)

[WF203](#)

[WF204](#)