



CHANGE NOTICE FOR MANUAL

DATE: March 20, 2008
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 03-2008
TO: County Directors of Social Services
EFFECTIVE: April 1, 2008

I. BACKGROUND

The changes that are addressed in this notice are to provide further guidance regarding immigrant access as recommended by the Office of Civil Rights. Also language updates have been made to reflect the program name change for Food and Nutrition Services. The sections of the manual affected by this change notice are 104, 110, and 111. In addition, the reference to motor vehicles as a resource has been removed from Section 104.

II. SPECIFIC CHANGES

A. Work First Manual Section 104

1. Section III.B, a reference to Section 111 was added after the sentence "A parent or stepparent... a Social Security Number". A sentence was included to clarify that non applicant budget unit members are not required to provide a social security number, immigration, or citizenship status.
2. Section III.E, the term "alien" was replaced with "immigrant".
3. Section V. A.3, 2nd bullet, the term "legal alien" has been changed to "qualified immigrant".
The reference to motor vehicles was removed from the 3rd bullet. The 4th bullet clarifies that enumeration is applicable to family unit members who are applying for benefits.
4. Section V.D.2, Food Stamps was updated to Food and Nutrition Services.
5. Section V.D.3, change made to reflect only family unit members applying for benefits must be enumerated.

B. Work First Manual Section 110

1. Section I. A & B, clarification that the provision of and application for social security numbers is applicable to family unit members that are applying for benefits.
2. Language update of the name for the DSS-8194 to Income Maintenance Transmittal Form.

3. The term “aliens” changed to “immigrants”.

C. Work First Manual Section 111

1. Section I. 2nd bullet, removal of “who is admitted as a lawful permanent resident (LPR).
The term “qualified immigrant” replaces “legal immigrant”.
2. Section IV., in the section title the term “individuals” was replaced with “applicants” and “correct” was replaced with “qualified”. Language added to ensure determination is for family members who are applying for assistance.
3. Section XI, section title was changed to “What Are The Requirements For Reporting Illegal Presence In the United States?”
4. Throughout the section the term “alien” has been replaced with “immigrant”.

III. IMPLEMENTATION INSTRUCTIONS

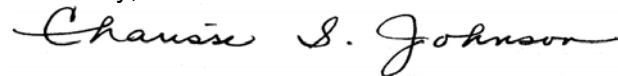
This policy is effective April 1, 2008.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Remove		Insert	
Section	Pages	Section	Pages
104	All	104	1-19
110	All	110	1-5
111	All	111	1-25

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

Sincerely,



Charisse Johnson, Chief
Family Support and Child Welfare Services

CSJ/sdm

Attachments:

[WF104](#)

[WF110](#)

[WF111](#)

cc: Sherry Bradsher
Jo Ann Lamm
Sarah Barham
Family Support and Child Welfare Team Leaders
Children’s Programs Representatives
Local Business Liaisons