



CHANGE NOTICE FOR MANUAL

DATE: August 29, 2008
MANUAL: WORK FIRST MANUAL
CHANGE NO.: 05-2008
TO: County Directors of Social Services
EFFECTIVE: September 1, 2008

I. BACKGROUND

Assessing families for self-sufficiency has been a very important process for the Work First program. Many have requested more policy and guidance on providing comprehensive assessments for Work First participants, particularly for those individuals with disabilities. In response to that request, a new section has been added to the Work First Policy manual, Section 117. This new Section incorporates existing assessment policy from Section 118 and provides new policy and guidance for a comprehensive assessment process of strengths and needs that will guide the development of the Mutual Responsibility Agreement, Plan of Action. This comprehensive assessment process will also guide the appropriate referrals for Work First participants.

II. SPECIFIC CHANGES

Section 117 is a brand new section for the Work First policy manual.

III. IMPLEMENTATION INSTRUCTIONS

This policy is in effect as of September 1, 2008. However, counties will only be implementing the policy after receiving the Assessment Training. Counties can continue to use the DSS-6901 until the training has been provided to the county. As of November 1, 2008, the DSS 5298 will become the tool to complete a comprehensive assessment for Work First families. If a county chooses to use another assessment tool, it must contain all the Strengths and Needs criteria addressed in the DSS 5298.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

Insert	Pages
Section	
117	1-22
DSS-5298, Work First Family Assessment of Strengths and Needs with Definitions	

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

Sincerely,

Charisse S. Johnson, Chief
 Family Support & Child Welfare Services

Attachments:

[WF117](#)

[DSS-5298](#)