



## CHANGE NOTICE FOR MANUAL

**DATE:** September 26, 2006

**MANUAL:** WORK FIRST MANUAL

**CHANGE NO.:** 08-2006

**TO:** County Directors of Social Services

**EFFECTIVE:** October 1, 2006

### I. BACKGROUND

The Deficit Reduction Act of 2005 (DRA of 2005), which was signed into law on February 8, 2006, reauthorizes the TANF program until 2010, and The U.S. Department of Health and Human Services subsequently issued interim final rules on June 29. The DRA and the interim final rules mandate changes that affect Work First policy as of October 1, 2006. The attached policy manual revisions are intended to bring North Carolina's Work First Program in compliance with federal law and rule.

The changes that are addressed in the attached sections of the Work First Manual have to do with the definitions of "Work Eligible Individuals" and the definitions of the federal work activities. Additionally, there are new rules about how to count and report hours of participation, as well as requirements for supervision and documentation related to work activities and hours of participation. These policy revisions have received approval from the N.C. Association of the County Directors of Social Services.

### II. SPECIFIC CHANGES

#### Section 103

- A. Throughout Section 103 the new term "Work Eligible Individual" has been incorporated into policy to reference all individuals who are subject to work requirements.
- B. Section IV.A 4 - The list of adults exempted from the work requirements has been expanded and a fourth group, parents caring for disabled family member was added to the list. Further instruction is given for the defining of the terms "full time", "disabled" and "family member" as it relates to the latter group.
- C. References to the Child Day Care Services Manual were updated.

#### Section 104B

- A. The term, Qualified Substance Abuse Professional (QSAP) has been replaced with Qualified Professional in Substance Abuse (QPSA) through out Section 104B to be consistent with DMA/DD/SAS change in terminology.
- B. All references to the Appendix have been deleted.
- C. Substance Abuse treatment can be included in job search/ job readiness activities.

## **Section 104D**

Policy section 104 D. XV was changed to note that family violence counseling is an allowable work activity for both federal and states hours.

## **Section 107**

- A. All references to the Personal Responsibility Contract have been replaced with Mutual Responsibility Agreement.
- B. Policy clarification was provided to state that an emancipated minor parent can not return to child status for the purpose of receiving Work First Family Assistance.
- C. Language was updated regarding minor parents being subject to all eligibility rules for Work First Family Assistance.
- D. The term “12-month family reassessment” has been replaced with the term “eligibility review.”

## **Section 118**

- A. New definitions of federal work activities are included in this section.
- B. There are new documentation requirements for federal work activities, including in most cases, bi-weekly reporting.
- C. Policy was added to allow for the projection of hours of participation in employment and OJT
- D. A Definition is provided for the determination of good or satisfactory progress in GED preparation classes.
- E. The definition of Job Readiness activities has been expanded to include substance abuse treatment, mental health treatment, domestic violence counseling and rehabilitative activities.
- F. The countable weeks of Job Search/Job Readiness has been extended from six to twelve weeks per federal fiscal year.
- G. Policy has been added to define excused absences and holidays that may count as work activity hours.
- H. Instructions have been added on counting self-employment hours.
- I. The term “Work Eligible Individual” has replaced all references to individuals that are “subject to work requirements.”

## **Section 119**

- A. The term “Work Eligible Individual” has replaced all references to individuals that are “subject to work requirements.”
- B. The phrase, “work related activities” has been replaced with the term “work activities,” and the term “countable” has been deleted when referencing work activities.

- C. References to the Appendices have been replaced with Work First Users Manual.
- D. Section 119 V.A refers to Section 118 for documentation requirements and deletes instructions regarding weekly or bi-weekly verification of hours.

**III. IMPLEMENTATION INSTRUCTIONS**

These policies are in effect as of October 1, 2006. Please note that these policies are subject to change based on feedback from Health and Human Services' review of the state's Work Verification Plan that is required to be submitted by September 30, 2006.

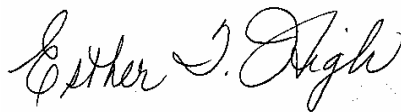
**IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL**

Remove		Insert	
Section	Pages	Section	Pages
103	All	103	1-14
104B	All	104B	1-6
104D	All	104D	1-10
107	All	107	1-4
118	All	118	1-39
119	All	119	1-10

The Division of Information Resource Management (DIRM) is in the process of converting the Manuals/Forms web site from UNIX to Windows and has frozen all updates. It is hoped this conversion process will be completed by October 1, 2006. As result, you may experience technical difficulties as you try to access the revised online manual on or before October 1. Once the online manual is updated and all technical difficulties have been resolved; you will be notified via terminal message. Until that time, please consult the print version of the policies contained within this change notice for guidance.

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

Sincerely,



Esther T. High, Acting Chief  
Family Support & Child Welfare Services Section

ETH/wf

Attachments:

- [WF103](#)
- [WF104B](#)
- [WF104D](#)
- [WF107](#)
- [WF118](#)
- [WF119](#)