



## North Carolina Department of Health and Human Services Division of Social Services

Economic Independence Section • 325 North Salisbury Street  
2408 Mail Service Center • Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon Beal, Director  
(919) 733-3055

February 2, 2006

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Work First Program Administrators and Supervisors**

**SUBJECT: Work Experience Agreement**

Recently, a loss control survey was conducted on behalf of AIG Consultants, the workers compensation insurance carrier for the Work Experience Program. Based on their recommendation, the Work Experience Agreement (DSS 6905) has been revised to include a mandatory safety orientation clause that each sponsor will be required to conduct. At this time, each sponsor has the option of developing their own orientation program and its contents, as long as the orientation includes worksite safety policy, rules, and procedures. Each orientation should be conducted prior to the Work Experience participant beginning any assigned work. The revision to this form is not a change in policy, merely a clarification to the form. Therefore, no new policy is planned at this time. However, copies of this revised form will be available through the normal form acquisition process and online.

If you should have any questions, please contact your Work First Representative or the Work First Policy Team at (919)-733-4622.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm".

Jo Ann Lamm, Chief  
Family Support and Child Welfare Services Section

JAL/cem

[DSS-6905](#)

cc: Pheon Beal  
Sherry Bradsher  
Family Support and Child Welfare Services Team Leaders  
Children s Program Representatives  
Work First Representatives  
Local Business Liaisons

**FSCWS-07-06**