



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

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 14, 2006

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators, Supervisors, and Staff

SUBJECT: Work First Forms

Due to recent policy changes as a result of recommendations made by the Office of Civil Rights (OCR), we are no longer able to use the ASAP Workbook, DSS-8213, in the Work First program. This also includes both addendums to the DSS-8213, the DSS-8213A and the DSS-8213S.

As a result, we have strongly encouraged the counties to begin using the WFFA Documentation Workbook, DSS-8228. The DSS-8228 has been revised to ensure compliance with the OCR recommendations. The DSS -8228 is available on the DSS Forms Website for immediate use at: <http://info.dhhs.state.nc.us/olm/forms/dss/>. Due to the design of the DSS-8228, we are unable to make the form interactive at this time. We plan to continue discussion on this issue in the hopes of moving toward an interactive form. Please destroy all copies of the DSS-8213 that you have on hand and any versions of the DSS-8228 that do not have a revision date of 12/05.

Enclosed is a small, temporary supply of the form for your county. These may be used in the interim or the form may be copied from the website, while we await the production of the larger supply which will be available for order from the Forms Warehouse. If there are questions please contact Sharon D. Moore, Work First Policy Consultant at (919) 733-4622.

Sincerely,

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

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

JAL/sdm

Cc: Pheon Beal
Sherry Bradsher
Family Support and Child Welfare Team Leaders
Children's Programs Representatives
Work First Representatives
Local Business Liaisons

FSCWS-08-06