



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

2407 Mail Service Center • Raleigh, North Carolina 27699-2408

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
(919) 733-3055

July 12, 2004

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Work First Supervisors and Staff**

**SUBJECT: Work First Family Assistance Documentation Workbook (DSS-8228)**

As a result of changes to the Work First Manual, Section 201 that was sent in May 2004, the Division recognized a need to develop a new Work First Family Assistance Documentation Workbook (DSS-8228). The Work First Family Documentation Workbook was devised to aid counties in documenting the family's situation and was designed for Work First purposes only. This Workbook or any county-developed form containing all of the necessary components to document family's situation can be used at application and review. For information that we accept customer's statements at application, the signed and dated DSS-8228 serves as documentation of their statement.

The "official" application for WFFA continues to be form DSS-8124. The DSS-8228 is primarily intended to be used for documentation of information gathered at application, although we do not require any particular form for documentation. Counties use a variety of forms in practice. The DSS-8228 can also be used for documentation of information at review. Counties should be completing a minimum of one face to face review every twelve months. We hope that this workbook will be helpful to county Departments of Social Services, as a means to evaluate family's situation. Please note that the DSS-8228, questions 1-11 of the Household Member Section, has a section for "Race/Ethnicity." Counties should use the most recent values for Race, Ethnicity, and Language Preference as listed in Dear County Director Letter dated July 12, 2004. See Attached for the new Race, Ethnicity and Language Preference values and codes.

In addition to the hard copy of this letter and attachments, you will be able to access them on the Work First Manual website. Hard copies of this form may be ordered through the Forms and Supply Warehouse. If you have any questions, please contact Tania Segers at (919) 733-4622.

Sincerely,

Jo Ann Lamm, Program Administrator  
Family Support and Child Welfare Services Section

JAL: tms

Attachments

cc: Pheon Beal  
Sarah Barham  
Jane Smith  
FSCW Team Leaders

Sherry Bradsher  
Wilbert Morris  
Local Business Liaisons  
Work First Program Representatives

**FSCWS-26-04**