



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

Sherry S. Bradsher, Director
(919) 733-3055

July 16, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators, Supervisors, and Staff

SUBJECT: Work First Forms

In the past year recommendations have been made by the Office of Civil Rights (OCR) regarding our program policies. These recommendations resulted in policy changes and changes to many of our program related forms. To ensure we are compliant with the OCR recommendations, we continue to review and update how we administer the Work First program. As a result of this ongoing process, we must discontinue the use of the Work First Family Assistance Group Review Workbook, DSS-1660A and the Work First Family Assistance Group Review Verification Workbook, DSS-1660B within the Work First program. This also includes the DSS-1660 Instruction Sheet and the DSS-1660 I, Supplement 1.

The forms noted above will be obsoleted and removed from the Forms Warehouse and the Forms website. Effective **immediately** please discontinue the use of the DSS-1660, DSS-1660A, DSS-1660B and DSS1660 I. Please destroy all versions of these forms. Until a decision is made concerning the continued need for these forms, we strongly encourage the use of the DSS-8228, WFFA Documentation Workbook. The DSS -8228 is available on the DSS Forms Website for immediate use at: <http://info.dhhs.state.nc.us/olm/forms/dss/>. If counties choose not to use the DSS-8228, the county must ensure the alternate document is comparable to the DSS-8228 and all language is compliant with our program policies.

If there are any questions regarding this information please feel free to contact Sharon D. Moore, Work First Policy Consultant at 919-733-4622 or email sharon.d.moore@ncmail.net.

Sincerely,

A handwritten signature in cursive script that reads "Esther J. High".

Esther High, Acting Chief
Family Support and Child Welfare Services Section

ETH/sdm

cc: Sherry Bradsher
JoAnn Lamm
Hank Bowers
Family Support and Child Welfare Team Leaders
Work First Representatives
Local Business Liaisons

FSCWS-49-07