

**Work First Most Frequent Findings for SFY 2015-2016**

<b>Cash Assistance Findings</b>	<b>Cash Assistance Policy and Guidance</b>
<b>IEG</b> not signed	DSS Administrative Letter No. 1-2016 Economic and Family Services Section
DSS 8228 incomplete	Same as above
DSS 8228 not used at Review	Same as above
Kindship not established	Work First Manual Section 112
Family Cap policy not applied	Work First Manual Section 106
Core MRA incomplete	Work First Manual Section 103 and DSS Administrative Letter No. 3-2014 Economic and Family Services Section
Core MRA - Initials not on form	See MRA/DSS 6963-A.
AUDIT/DAST completed for a child only Case	See DSS 6963-A
AUDIT/DAST evidence not entered	Same as Above
OVS match not completed at application/review	Work First Manual Sections 104 and 130
Job Quit – Discussion at application documentation not on file	Work First Manual Sections 103, 104, and 118, DSS Administrative Letter No.1- 2012 Economic and Family services Section
Learning Needs Screening Tool – policy not followed	DSS Administrative Letter No. 1-2016, Economic and Family Services Section
WF Case Certification policy not followed	Work First Manual Section 201
Job Bonus documentation missing	Work First Manual Section 114

<b>Employment Services Findings</b>	<b>Employment Services Policy and Guidance</b>
No Outcome Plan/MRA-B keyed in NCFAST	Work First Manual Section 118
NC FAST Outcome Plan/MRA-B and the file copy DSS 6963-B did not match.	Same as Above
Outcome plan/MRA-B activity not completed, payment issued without good cause documentation	Same as Above
No verification for work activity hours keyed	Same as Above
Participation keyed but not matching time sheet hours	Same as Above
Holiday credit hours given for a non approved WF holiday.	Same as Above
Excused participation hours exceeded maximum monthly allowed	Same as Above
Projection of Employment hours not met	Same as Above

Family Assessment of Strength and Needs not signed by applicant or worker	Work First Manual Section 117 and DSS Administrative Letter No. 4-2009 Economic and Family Services Section
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<b>Job Search Activity Findings</b>	<b>Job Search Policy and Guidance</b>
No Work Registration documentation prior to beginning Job Search Activity	Work First Manual Section 118
No random checks for Job Search contacts documented	Same as Above
Job Search not limited to 4 weeks	Same as Above
Incomplete Job Search Logs	Same as Above

<b>Work Experience Findings</b>	<b>Work Experience Policy and Guidance</b>
FLSA Calculations exceeds maximum allowed	Work First Manual Section 118
No FLSA documentation on file	Same as Above
FLSA calculation not correct	Same as Above

<b>200% at or below the Poverty Level Findings</b>	<b>200% at or below the Poverty Guidance and Policy</b>
DSS 5271 not completed	DSS Administrative Letter No. 2-2013 Economic and Family Services
DSS 5237 Learning Needs Screening Tool not completed	Work First Manual Section 102 SIS Manual: Instructions for the SIS Client Entry Form DSS 5027, Appendix A, B and C, Service Codes, Definitions.
DSS 8225 not completed	Work First Manual Section 102
DSS 8225 missing worker and applicant signature	Same as Above

<b>Non Cooperation Child Support Findings</b>	<b>Non Cooperation Child Support Policy and Guidance</b>
DSS 8110 adequate notice not sent	Work First Manual Sections 116 and 120. DSS Administrative Letter No.7-2009 Economic and Family Services
Sanction not keyed	Work First Manual Sections 103. 116, 120 and 130. DSS Administrative Letter No. 7-2009 Economic and Family Services
Case on Non-Cooperation Report and check released	Same as above