

Work First Program Monitoring SFY 2018-2019 Summary of Most Frequent Findings

Cash Assistance
Audit/Dast-10 Screening completed at child only application and/or review.
Application & Documentation Workbook/DSS 8228 incomplete.
Exemption Evidence physical incapacitation and/or disabled keyed prior to benefit issued.
Online Verification System (OVS) not completed at application and/or review.
Job Quit Penalty explained at child only application and/or review.
No notice issued at application to apply for UIB.
No Child Support Enforcement referral completed.
One-year certification period assigned at child only application.
12 Month and/or 24 Month Time Limits incorrect.
Employment Services
No work registration prior to beginning Job Search activity.
Job Search Logs incomplete.
Mutual Responsibility Agreement-Plan of action/Outcome Plan/DSS 6963B not printed from NC FAST Communications.
Outcome Plan Activity not included on signed printed DSS 6963B.
Outcome Plan participation hours doesn't match Time Card.
Excused Absence Log/DSS 5309 not completed.
Fair Labor Standard Act (FLSA) calculation incorrect.
Family Assessment of Strength & Needs not signed and/or completed timely.
Work First Services for Low-Income Families (Below 200% of Poverty)
The Application for Work First Services/DSS 5027 not keyed in NC FAST
No documentation of resources at application.
DSS 5027 not signed by applicant, Section C not completed on 5027, 5027 not closed in SIS and/or case not closed in NCFASST.
Using outdated DSS 8225.
Learning Needs Screening Tool (LNST)/DSS 5327 not offered and/or LNST Waiver DSS 5330 not signed.
IVD Non-Cooperation
Non-cooperation with Child Support Enforcement, no sanction applied to case.
DSS 8110 adequate notice not sent.