



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

2420 Mail Service Center • Raleigh, North Carolina 27699-2420

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

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

August 24, 2009

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: Work First Program Managers and Supervisors
Local Business Liaisons**

SUBJECT: Notice for 2009/2010 Allocation Amounts for Work First Functional Assessments

The Division is pleased to announce funding for Work First Functional Assessments in the amount of **\$600,000.00 for State Fiscal Year (SFY) 2009/2010**. County allocations will be based on the number of incapacitated participants with the work registration code of "F" as identified on the Work First Able-Bodied Report for August 2009. Reimbursement for these services was effective July 1, 2009. Reimbursement can be claimed through the DSS-1571. Funding authorizations will be posted on the Department of Health Human Services website at <http://www.ncdhhs.gov/dss/budget/county.htm>.

Functional Assessment costs will be reimbursed to County Departments of Social Services at 100%, if the assessment meets the definition for Functional Assessments. Functional Assessments are classified in the following two (2) categories: Functional Evaluation and/or a Vocational Assessment. Please see the definitions below for each category:

- A Functional Evaluation (FE) is an attempt to document a person's ability to work. This is done by any number of procedures, including questionnaires and observations that document the person's ability to perform work from a physical, medical, behavioral or mental perspective. FE is typically performed by facilities specializing in Physical Therapy and/or Rehabilitation Services.
- A Vocational Assessment (VA) is an individualized process that includes gathering data and reviewing information about an individual's abilities, skills, interests and readiness for employment. This is done by several procedures, including psychological and academic testing, observations, interviewing, dexterity and motor skills test. In many settings vocational assessment is carried out by a team that may include (depending on the setting and person's disability) specialists from fields such as occupational therapy, rehabilitation medicine or psychiatry, psychology, social work, vocational guidance, education and rehabilitation.

A contract must be developed and executed between the DSS and service provider that will provide functional assessment services for the current SFY. Functional Assessment contracts are required to adhere to contract requirements as outlined in the online DSS Budget Information Section at <http://www.ncdhhs.gov/dss/budget/county.htm>. Please contact your Local Business Liaison (LBL) regarding contract questions.

Spending rates for Functional Assessments will be monitored throughout the fiscal year. If necessary, a reallocation process will be implemented in January 2010 based on the funds unspent as of December 31, 2009. The reallocation process will ensure that additional eligible participants will receive an assessment. If your county is in need of funding or additional funding based on caseload changes, please submit an email request to Dean.Simpson@dhhs.nc.gov or Johnice.Tabron@dhhs.nc.gov.

If you have any questions or concerns, please contact your Work First Representative.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

Jt/DS

Attachments:

Work First Able-Bodied Report – August 2009

cc: Sherry S. Bradsher
Jack Rogers
Sarah Barham
Hank Bowers
Debbie Hawkins
Myra Dixon
Local Business Liaisons
Child Welfare Services Team Leaders
Work First Local Support Team Members

EFS-WF-20-2009