



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

Economic Independence Section • 325 North Salisbury Street  
2420 Mail Service Center • Raleigh, North Carolina 27699-2420  
Courier # 56-20-25

Michael F. Easley, Governor  
Director  
Carmen Hooker Buell, Secretary

E. C. Modlin, ACSW,  
(919) 733-3055

June 7, 2001

**Re: Work First Program  
Participation Rate Guide**

**Dear County Director of Social Services:**

**Attention: Work First Program Administrators and Supervisors**

As we continue to make significant progress in welfare reform in North Carolina, it has become increasingly difficult to meet the federal requirements for the current participation rate goals of 45% for All-Families and 90% for Two-Parent families. Our success has often resulted in caseloads heavily comprised of individuals who face significant barriers to employment and have been Work First recipients for 30+ months.

In an effort to provide you with some additional guidance around meeting the federal participation rates, the enclosed **Participation Rate Guide** document was developed. This document was developed with considerable input from a number of county DSS Work First staff and incorporates some key points regarding the federal countable activities that can lead to greater utilization of the federal countable activities for Work First participants. The document also includes a worker desk reference that lists Work First codes, a reference to months in 2001 that have five weeks, and a general "Things to Remember" section, all of which serve as helpful reminders to Work First staff who schedule and report hours of participation.

We hope that your agency's Work First staff find this tool useful as they strive to assist all of our Work First participants meet the federal participation rate requirements, and more importantly move forward on the road to employment and self-sufficiency. Should you have suggestions for future enhancement of this document, please advise your Work First Representative or forward to Walt Johnson, Assistant Chief, Work First/Local Support, Economic Independence Section, Division of Social Services, 325 N. Salisbury Street, Mail Service Center 2420, Raleigh, North Carolina 27699-2420.

Sincerely,

A handwritten signature in black ink that reads "Wilbert R. Morris".

Wilbert R. Morris, Acting Chief  
Economic Independence Section

WRM/WJ  
Enclosure  
EI-08-2001