



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
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

October 24, 2002

Re: Work First Applicant Survey November 2002

Dear County Director of Social Services:

Attention: Work First Supervisors and Program Administrators

During the months of November and December 2001 and June 2002, Work First staff completed a **Work First Applicant Survey** for Work First or Benefit Diversion applicants. An analysis of the information collected during that time period has been shared with counties and with the Economic Services Committee and Employment Programs Committee of the North Carolina Association of County Directors of Social Services. The Employment Programs Committee requested that the survey be conducted a final time in November 2002.

The information you provided in previous surveys has been a valuable resource for responding to requests for information about new applicants from a variety of sources, including social services boards, boards of county commissioners, the media, etc. Information collected can also form the basis for enhanced assessment as your staff begin to work with these families.

We are again requesting your assistance in collecting characteristic and causal factor information on individuals for whom your staff completes applications for Work First or Benefit Diversion during November 2002. The attached survey, which can be keyed electronically or manually checked, provides us with information currently unavailable through our automated systems. In addition to the hard copy of this correspondence, a survey form will be e-mailed to each county DSS director as an attachment. Each worker should record applicant information obtained through the interview process for up to ten applicants per survey form identified by the numbers across the top and each targeted characteristic/causal factor in the left column. For each case, check one of the categories "Single Parent," "2 Parent Case," or "Child Only," and all factors applicable to that individual/case.

At the end of November, please compile the results of all individual survey forms into one document per county. Mail or e-mail to Jane Schwartz, Assistant Chief, Local Support by December 10, 2002. You may contact Jane Schwartz at 919-733-4570 or by e-mail at jane.schwartz@ncmail.net. Contact your Work First Representative if you have questions regarding this request.

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section

JS
Attachment

EI-31-2002