

**Work First Services
Second Party Review Checklist**

Case Name: _____

Period of Review: _____

County: _____

SIS#/PDC# _____

Non-Custodial Parent Services: _____

200% of Poverty: _____

Application Date: _____

Certification Period: _____

Work First Services may not be offered to individuals who receive an ongoing Work First Cash payment. All sections must be completed by checking the appropriate box. If policy requirement is not applicable to the specific case please indicate in available box. NCFAST information should be reviewed for data entry accuracy. If third party verifications were obtained, list method in comment section.

	Yes	No	Accurately keyed in NCFAST	N/A	Comments:
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Services being provided according to county plan					
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**Americans with Disability Act
Information/Limited English Proficiency**

Individual asked if they have any disabilities to report at application					
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Reasonable accommodations requested & provided					
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Learning Needs Waiver initialed and signed (DSS-5330) (Adm Ltr 13-2010)					
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Learning Needs Screening offered (DSS 5327) (Adm Ltr 13-2010)					
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Language Services Agreement (DSS 10001) applicable					
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If applicable, the DSS 10001 was signed and completed by interpreter					
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Eligibility for Services

Original signed DSS-5027 in record					
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Notice of Action, Section C, of DSS-5027 completed with approval dates (AL 1-2017)					
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DSS 5027 keyed into SIS (AL 1-2017)					
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Work First Services application entered in NCFAST (AL 1-2016)					
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Income Eligibility Worksheet completed in entirety (DSS-8225)					
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Certification periods for all forms are consistent					
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Family income is at or below 150%/200% of the federal poverty limit (based on county policy) (WF 102)					
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**Work First Services
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Correct income limit used for family size					
Earned/Unearned income? List verification method in comments. (WF 114 & IEM 4000)					
Resides in county of application (WF 108)					
Child in the home who meets the age limit for Work First Family Assistance (WF 109)					
Citizenship/Qualified Immigrant Status (WF 111)					
Identity (WF 111)					
Kinship (WF 112)					
Living With (N/A for NCP services) (WF 112)					
Individual Criminal Violations Declaration Statement (DSS-5271) (AL 1-2016 & 1-2017)					
Non-Custodial Parent Cases: Is case head a non-custodial parent of a child who is a Work First recipient					
Does the service provided meet the federal definition of assistance (WF 102)					
Was the client notice provided and case closed timely based on the DSS-5027					

Reviewed by: _____

Date Reviewed: _____

Supervisor review by: _____

Date Reviewed: _____