

## Work First Program Monitoring SFY 2023-2024 Summary of Most Frequent Findings

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| <b>Cash Assistance</b>   |
| Cash Assistance Application & Review Documentation Workbook, DSS 8228, incomplete/not completed in entirety.   |
| DSS 8218 AUDIT/DAST-10 screening completed with SSI parent and/or non-parent caretaker.                        |
| Base period IVD income not budgeted and no explanation to support the action.                                  |
| Online Verification System (OVS) not run at application and/or recertification.                                |
| Job Quit Penalty explanation not documented at application.  |
| Manual DSS-8108 contains inaccurate information regarding the payment amount.                                  |
| DSS-5330 LNST checked instead of initialed as the form requires.   |
| Recertification completed by telephone failing to meet the face-to-face interview requirement.                 |
| Child Support monthly payments not counted in the Work First Budget.   |
| Application approved in error. The applicant was in IVD Non-Cooperation status with prior ACTS case.           |
| No Proof of Health Check/immunization No sanction applied for failure to comply with MRA-A.                    |
| Kinship verification missing.  |
| No DSS-8110 (Adequate) to notify client of termination of benefits/decrease in payment and hearing rights.     |
| MRA-A Sanction was not imposed.  |
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| <b>Employment Services</b>   |
| Initial MRA-B not developed within 5 days of the date of application.  |
| Outcome Plan (OCP)/Mutual Responsibility Agreement (MRA-B) not revised and updated every 12 weeks as required. |
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| <b>Work First Services for Low-Income Families (Below 200% of Poverty)</b>                                     |
| Learning Needs Screening Waiver checked instead of initialed.  |
| Cases not closed timely in SIS.  |
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