

**Work First Program Monitoring SFY 2020-2021
Summary of Frequent Findings**

Cash Assistance
AUDIT/DAST-10 screening completed with non-parent caretaker.
Change in income not counted in cash budget.
24 Month Time Limit adjustment completed prior to benefit issuance.
Family Cap child included in cash benefit.
Job Quit Penalty explained/documentated with non-parent case head.
Learning Needs Screening Tool and Waiver not offered.
Child Support Services referral not completed at application.
Family Cap evaluation not completed.
Recertification application eligibility documents not completed/signed.
Substance use testing not completed at application.
At application two forms of residency verification not provided.
Online verification not completed at application/recertification.
Job Bonus eligibility evaluation not completed.
Employment Services
Mutual Responsibility Agreement Plan of Action, DSS 6963B, activity not keyed NC FAST Outcome Plan.
No Outcome Plan/Mutual Responsibility Agreement Plan of Action review by caseworker and family every twelve weeks.
Outcome Plan activity assigned does not conform to Federal core definition.
Outcome Plan activity participation hours documented doesn't match participant's time-card.
Family Assessment of Strength & Needs not signed and/or completed timely.
No documentation of Good Cause for failure to complete assigned Outcome Plan activity.
Job Search participation hours reported not limited to four consecutive weeks.
No Work Registration prior to Job Search participation.
Work First Services for Low-Income Families (Below 200% of Poverty)
Work First Services application not signed.
DSS 5027 Section C and Section H not completed.
No Work First Services application forms/documents completed.
IVD Non-Cooperation
No case findings for SFY 2020-2021