

Work First Program Monitoring SFY 2022-2023 Summary of Most Frequent Findings

Cash Assistance
Cash Assistance Application & Review Documentation Workbook, DSS 8228, incomplete/not completed in entirety
Family Cap child included in the cash assistance budget/evidence not entered
Family Cap evaluation incorrect tenth month
Online Verification System (OVS) not run at application and/or recertification; OVS not run on all individuals in the household
DSS – 8218A, Work First Substance Use Screening Notice and DSS – 8218, AUDIT/DAST-10 completed and/or provided to SSI recipients or non-parent caretakers.
Notice of Benefits, DSS 8108 or DSS 6244, not completed
Employment Services
Initial Outcome Plan (OCP) not generated within five days of application. No MRA-B completed.
Outcome Plan (OCP)/Mutual Responsibility Agreement (MRA-B) not revised and updated every 12 weeks as required
Family Assessment of Strengths and Needs not completed per policy and/or revised every 12 weeks as required
Future dated sanction not entered for non-compliance
Work First Services for Low-Income Families (Below 200% of Poverty)
Learning Needs Screening Waiver checked instead of initialed
Cases not closed timely in SIS
IVD Non-Cooperation
Failed to apply child support enforcement non-compliance suspended sanction