NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for Human Services

May 8, 2020

Dear County Directors of Social Services

Attention: Work First Program Administrators, Managers, and Supervisors

Subject: Work First Cash Assistance Application and Review Documentation Workbook (DSS-8228) ePASS Link

Priority: Information Only

The Division of Social Services is continually working to provide cash assistance and supportive services to the residents of North Carolina while addressing the safety of Department of Social Services (DSS) staff and Work First applicants.

The purpose of this letter is to notify counties a link to the Work First Cash Assistance Application and Review Documentation Workbook (DSS-8228) is available to the public via the ePASS portal. Applicants may complete the workbook, print it, and return it to their local DSS. The application is temporarily available during the COVID-19 public health emergency to encourage social distancing and create streamlined procedure for processing Work First applications. The required face-to-face interview for WF screenings/assessments can be conducted by telephone. Please refer to EFS_WF_AL-1-2020 for guidance on the Work First Interview Process During a Federal or State Declared Natural Disaster or Emergency.

Please email any questions regarding this policy to the Economic and Family Services Operational Support Team (OST) to DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



David Locklear, Deputy Director

DL/kg

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