



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor  
KODY H. KINSLEY • Secretary  
CARLA WEST • Division Director, Human Services

March 28, 2024

Dear County Director of Social Services:

Attention: Work First Program Administrators, Managers and Supervisors

Subject: Work First Two - Parent Participation Rate

Priority: Action Required, Time Sensitive

On October 5, 2023, the Administration for Children and Families (ACF) notified the North Carolina Department of Health and Human Services that North Carolina did not meet the Two-Parent Work Participation Rate for Federal Fiscal Year (FFY) 2022. Additional efforts are needed for the state to more effectively track and engage Two-Parent Households.

In 2018, the Work First Program implemented the Two-Parent Family Participation Checklist. It was designed to assist counties to ensure key elements are documented for a Two - Parent Family Case. The checklist is posted at: <https://www.ncdhhs.gov/documents/files/dss/two-parent-participation-checklist-final-2-5-18>. Please refer to EFS\_WF\_AL-1-2018 Administrative Letter for additional guidance with the use of this checklist as this is still a required tool for Two - Parent households.

The Division has worked with NC FAST to create a new report entitled 202402\_Active\_2-Parent\_Cash\_Assistance\_Cases. The report is designed to display cases when there are two adults included in the assistance unit for Work First Benefit cases. County staff must pull the Two - Parent report monthly, on or around the 10th of each month to review. Counties must ensure there are open Outcome Plans, activities assigned, and exemption evidence entered if necessary. County staff must utilize the Two - Parent participation checklist with families when there are two work eligible adults included in the assistance unit.

The report has been posted to FAST Help. The first report is titled 202402\_Active\_2-Parent\_Cash\_Assistance\_Cases and can be found on the FAST help homepage under March 4, 2024. The name of the report will change with each month to reflect the respective reporting month. NC FAST Weekly Communications will include when the monthly report is available for review.

If you have any questions, please submit to the Continuous Quality Improvement Team (CQI) [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov).

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

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Sincerely,

A handwritten signature in blue ink that reads "Allison W. Smith". The signature is written in a cursive style and is set against a light blue rectangular background.

Allison W. Smith, Deputy Director  
Economic and Family Services

AWS/gbw