



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Assistant Secretary for County Operations
for Human Services

March 28, 2022

Dear County Directors of Social Services

Attention: Work First Program Administrators, Managers and Supervisors

Subject: Suspended Work First Sanctions and Terminations

Priority: Time Sensitive

I. GENERAL INFORMATION

The purpose of this letter is to provide updated instructions pertaining to suspending sanctions and terminations of Work First Cash Assistance cases. Counties are advised that the Work First Cash Assistance sanction suspensions have been extended until 06/30/2022. Counties can refer to the most recent [Work First Cash Assistance Sanctions DCDL](#) and the [Temporary Suspension of Work First Cash Assistance Terminations \(Amended\)](#) Administrative Letter for more information.

II. POLICY PROCEDURES

Active Work First Cash Assistance suspended sanctions on existing cases must be reassessed.

III. IMPLEMENTATION PROCEDURES

NC FAST systematically updated active cases and pending closure cases with sanction start date of 4/1/2022 to 7/1/2022.

- County staff will use the [Completing Manual Reactivations Job Aid](#) to reactivated cases on the [20220324 Sanction Extension Pending Closure Cases](#) report. This action will generate a notice to be sent to families.
- County staff will review and accept change decisions on the [20220324 Sanction Extension Active Cases](#) report. This action will generate a notice to be sent to families.
- Verify continued eligibility no later than 3/31/2022. Counties will need contact their Continuous Quality Insurance Specialists for assistances.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2420 Mail Service Center, Raleigh, NC 27699-2420
www.ncdhhs.gov • TEL: 919-527-6300 • FAX: 919-334-1265

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New Applications

Suspended sanctions for new applications must be created and entered in NC FAST by county staff for the appropriate time frame with a future start date of 07/01/2022.

Terminations of On-Going Cases

Participants must be notified by 06/01/2022 of their right to a hearing prior to termination of their case.

IV. EFFECTIVE DATE

Upon receipt begin implementation procedures.

Submit any questions regarding this policy to DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



Carla West, Senior Director for Economic Security
Division of Social Services, Economic and Family Services Section

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