February 2, 2006

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators and Supervisors

SUBJECT: Work Experience Agreement

Recently, a loss control survey was conducted on behalf of AIG Consultants, the workers compensation insurance carrier for the Work Experience Program. Based on their recommendation, the Work Experience Agreement (DSS 6905) has been revised to include a mandatory safety orientation clause that each sponsor will be required to conduct. At this time, each sponsor has the option of developing their own orientation program and its contents, as long as the orientation includes worksite safety policy, rules, and procedures. Each orientation should be conducted prior to the Work Experience participant beginning any assigned work. The revision to this form is not a change in policy, merely a clarification to the form. Therefore, no new policy is planned at this time. However, copies of this revised form will be available through the normal form acquisition process and online.

If you should have any questions, please contact your Work First Representative or the Work First Policy Team at (919)-733-4622.

Sincerely,

Jo Ann Lamm, Chief
Family Support and Child Welfare Services Section

JAL/cem

DSS-6905

cc: Pheon Beal
    Sherry Bradsher
    Family Support and Child Welfare Services Team Leaders
    Children’s Program Representatives
    Work First Representatives
    Local Business Liaisons

FSCWS-07-06

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