March 3, 2009

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Managers and Supervisors

SUBJECT: Work First Family Assistance Keying Deadline

County departments of social services have often requested a Work First Family Assistance (WFFA) keying deadline chart. Some Work First Representatives have been developing keying deadline charts and sharing with counties. Based on the requests from counties, the Division will begin providing a keying deadline chart to all counties on an annual basis.

The WFFA Keying Deadline Chart is attached for the 2009 Calendar Year. The chart is based on the state holiday schedule. For counties that do not follow the state holiday schedule, the county will have to adjust the chart accordingly.

Please contact your Work First Representative, if you have any questions.

Sincerely

Dean Simpson, Chief
Economic and Family Services Section

Attachment: Keying Deadline Chart

cc: Sherry Bradsher
    Sarah Barham
    Hank Bowers
    Sara Mims
    Work First Representatives

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