July 12, 2011

Dear County Director of Social Services:

Attention: Work First Program Administrators and Supervisors

Subject: Work First Biennial County Planning

This letter is to provide clarification to Standard Counties regarding the Work First Block Grant Planning requirements. Standard Counties do not have to return the Work First Block Grant Survey to the Division as requested in Dear County Director Letter EFS-WF-15-2011. However, current information on the below items must be maintained on file by Standard Counties for State Fiscal Year monitoring.

A Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), contract, or protocol for:

- Employment Security Commission
- Local Management Entity
- Domestic Violence Agency
- Vocational Rehabilitation

Local policy for the following services (guidelines specified, payment limits, etc.)

- Emergency Assistance
- Transportation
- Services for low-income families at or below 200% of the Federal Poverty Level
- Services for non-custodial parents (service optional)
- Exemption from the work requirement for single parents of children under age one
There is not a requirement to have community committee meetings for Work First Block Grant Planning for Standard Counties. However, community meetings are opportunities to promote mutual understanding of the agencies and/or programs, long-term collaboration, employment, and family centered services.

**Electing Counties are required to comply with guidance provided in the June 20, 2011, Dear County Director Letter EFS-WF-15-2011.**

If you have questions, please contact your Work First Program Consultant.

Sincerely,

Dean Simpson, Chief  
Economic and Family Services Section

DS/jgt

Attachments  
**EFS-WF-17-2011**

cc: Sherry Bradsher  
    Jack Rogers  
    Kathy Sommese  
    Hank Bowers  
    Kevin Kelley  
    Work First Local Support  
    Local Business Liaisons  
    Children Services Program Representatives