January 16, 2002

Re: Work First Immigrant Access to Public Benefits

Dear County Director of Social Services:

In order to improve immigrant access to public benefits throughout the Southeastern United States, the Office for Civil Rights of the United States Department of Health and Human Services, Region IV (OCR-HHS), and the Office for Civil Rights of the United States Department of Agriculture, Southeast Region (OCR-USDA), will be working collaboratively to eliminate barriers to immigrants. Each office is conducting a separate review; however, they will be sharing information.

As a part of this review, we have been asked to submit copies of materials used during the application and review process for Work First. We will submit all state-produced forms; however, we are required to submit all forms used by counties. Therefore, we are asking that you submit to us the following county-produced materials:

- All applications or forms that must be completed by, or on behalf of, applicants for Work First Family Assistance (WFFA).

- All letters or forms used to assist in the scheduling of intake appointments after an application has been submitted.

- All review letters or notices sent to recipients of WFFA.

- All applications or forms that must be completed by, or on behalf of, people during the review process for WFFA.

If county forms currently being used by your agency have been translated into Spanish, please submit a copy of both the English and Spanish versions. Also, please submit any state forms you have had translated to Spanish. Please note on the form the state form number.

If your county does not utilize any county-produced forms for Work First, please send a response indicating as such.
Please submit the above requested information no later than February 15, 2002 to:

NC Division of Social Services
Attention: Gale Bullard
Economic Independence Section
325 N. Salisbury St.
2420 Mail Service Center
Raleigh, NC 27699-2420
Courier # 56-20-25

Thank you for your cooperation.

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section

GB/bh
EI-2-2002