

10A NCAC 71W .0302 INITIAL INTERVIEW

The applicant shall be allowed to have any person(s) of his or her choice participate in the interview. The applicant shall submit an application on a form provided by the Department ("Work First Cash Assistance Application and Review Documentation Workbook" Form DSS-8228, which may be accessed at <https://www.ncdhhs.gov/divisions/dss>).

- (1) The applicant shall provide:
 - (a) the names of collaterals, such as landlords, employers, and others with knowledge of the applicant's situation;
 - (b) information about the applicant's resources;
 - (c) verification of the applicant's earned income and any operational expenses;
 - (d) medical documentation on a form provided by the Department ("Report of Medical Examination Requested by County Social Human Service Agency" Form DSS-8655, which may be accessed at <https://www.ncdhhs.gov/divisions/dss>) for applicants unable to participate in employment activities;
 - (e) evidence of good cause claim for non-cooperation with the child support enforcement agency;
 - (f) signed statement from a doctor or medical facility substantiating a pregnancy and the expected due date;
 - (g) a signed consent or declination to complete drug testing requirements; and
 - (h) the necessary sources from which the county department of social services can locate and obtain information needed to determine eligibility.
- (2) The client shall report to the county department of social services as follows:
 - (a) report any change in situation that may affect eligibility for a payment within 10 calendar days after the client learns of the change. The meaning of fraud shall be explained. The client shall be informed that they may be suspected of fraud if they fail to report a change in situation and that in such situations, they may have to repay assistance received in error and that they may also be tried by the courts for fraud; and
 - (b) immediately report the receipt of a payment which the client knows to be erroneous, such as two payments for the same month, or a payment in the incorrect amount. If the client does not report such erroneous payments, the client may be required to repay any overpayment.
- (3) The County shall use collateral sources to substantiate or verify information necessary to establish eligibility. Collateral sources of information include knowledgeable individuals, business organizations, public records, and other documentary evidence. If the applicant does not wish necessary collateral contacts to be made, the applicant may withdraw the application. If the applicant denies permission to contact necessary collaterals, the application shall be rejected due to failure to cooperate in establishing eligibility.
- (4) A worker may visit the applicant's home at the county's option.
- (5) The applicant has the right to:
 - (a) be protected against discrimination on the grounds of race, color, national origin, age, disability, or sex;
 - (b) spend assistance payments as desired; however, use of assistance payments must be made in the best interest of the applicant and the applicant's family. A substitute payee may be appointed for those individuals who cannot manage the payments;
 - (c) receive assistance payments until assistance payments are terminated;
 - (d) have any information given to the agency kept in confidence;
 - (e) appeal denials, changes, or terminations of assistance payments; appeal assistance payments which the applicant believes were incorrectly calculated; or, if the applicant requests a change in the amount of assistance payments, appeal the rejection of the requested change or the agency's failure to act upon the requested change within 30 calendar days of the requested change;
 - (f) reapply at any time, if found ineligible;
 - (g) withdraw from the assistance program at any time; and
 - (h) refuse to comply with drug testing requirements.

History Note: Authority G.S. 108A-27; 108A-29.1; 143B-153; 45 C.F.R. 206.10;

Eff. February 1, 1984;
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