

Adding Work Registration Evidence

Last Updated: 4/20/2023

Last Reviewed: 4/20/2023

Overview

This job aid describes how an eligibility worker or eligibility supervisor should add Work Registration evidence to an Integrated Case.

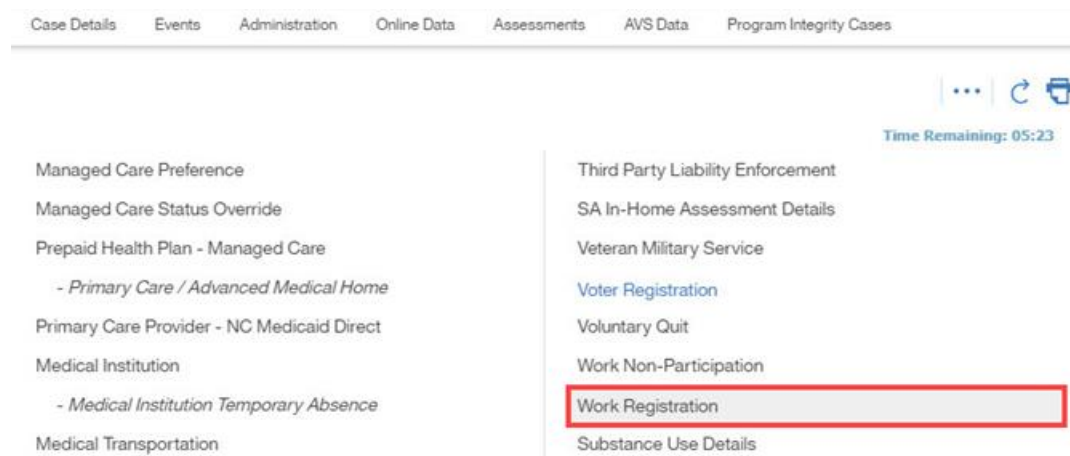
Note: Send the DSS-8569 Consolidated Work Form notice after Work Registration evidence is entered if applicable. Refer to the *Work Registration Exemption* job aid.

Step-by-Step Instructions

1. Navigate to the Evidence Dashboard on the Integrated Case.

Note: Refer to the *Navigating to the Evidence Dashboard of an Integrated Case* job aid.

2. Scroll down under the Household section, hover over Work Registration, then click the + for Work Registration.



The screenshot shows a web interface with a top navigation bar containing links: Case Details, Events, Administration, Online Data, Assessments, AVS Data, and Program Integrity Cases. Below this is a list of categories on the left and a list of options on the right. The 'Work Registration' option is highlighted with a red box. A 'Time Remaining: 05:23' timer is visible in the top right corner.

Category	Option
Managed Care Preference	Third Party Liability Enforcement
Managed Care Status Override	SA In-Home Assessment Details
Prepaid Health Plan - Managed Care	Veteran Military Service
- Primary Care / Advanced Medical Home	Voter Registration
Primary Care Provider - NC Medicaid Direct	Voluntary Quit
Medical Institution	Work Non-Participation
- Medical Institution Temporary Absence	Work Registration
Medical Transportation	Substance Use Details

3. The New Work Registration Evidence pop-up appears. Enter all required information and make the applicable selections then click **Save**.

Note: The DSS-8569 date fields are required to complete New Work Registration Evidence.



NC FAST

North Carolina Families Accessing
Services through Technology

New Work Registration Evidence



* required field

Received Date *

Work Registration Details

Household Member *

Date DSS-8569
Provided and Verbally
Explained

Program *

Work Registration
Status *

Start Date *

End Date

Lost
Employment/Good
Cause for Health
Coverage for Workers
with Disabilities ☐

Connection to
Workforce for Health
Coverage for Workers
with Disabilities ☐

Save

Cancel

- Repeat step 3 to add Work Registration evidence for additional household members as needed.