MANUAL MATERIAL TRANSMITTED							
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 244				
DELETE			INSERT OR CHANGE				
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED		
			OFS-AC-1		3/02		
DATE: MARCH 1, 2002 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS							

This change is being made to add an asset calculation sheet to use for Worker-composed client notification. The new form is the OFS-AC-1 (new 3/02).

The IM-NL-AC-1 is still a valid form but the OFS-AC-1 mirrors the information produced by RAPIDS and is more appropriate for client notification.

The OFS-AC-1 was released by GroupWise to the Regional Trainers on 2/15/02 for use in training on Worker-composed notices. At that time they were instructed to copy the form for use until a supply was available. An initial supply will be sent to each county when it is printed.

Questions should be directed to the OFS Policy Unit.