



Employment First
R12-2013
Non-Compliance 7-Day Rule

When the federal audit of Employment First was completed in May 2011, one of the findings was that the non-compliance record was not consistently entered within 7 calendar days of the individual's failure to do what they were scheduled to do.

We were informed that if the non-compliance is discovered after the 7 calendar days, the record of non-compliance must be data entered; regardless of how long it has been since the non-compliance occurred.

State Email November 14, 2012

Employment First staff is responsible for taking action on all noncompliance to include:

- Failing to participate in an EF Activity
- Failing to provide information
- Missing an appointment
- Refusing to report to a job (rarely used)

A record of noncompliance must be entered within 7 calendar days of noncompliance. The count begins on the day of no show, no hours, or not participating.

If an act of noncompliance is discovered after the 7-day time-frame, a noncompliance record must be entered immediately. Enter the date the data was entered (today's date), note in the Comment box what the non-compliance was and when the actual non-compliance occurred.

If a noncompliance is discovered 30 days or more late, enter the noncompliance and send a follow-up appointment letter scheduling an appointment within 10 calendar days.