

## 3.5.2 Ending Non-Compliance Sanction (NCS)

# Non-Compliance Sanction Policy

Revised ~~March 15, 2020~~ July 1, 2021

*A note on transition policy: ~~Note:~~ All WorkFirst participants and applicants in any non-compliance sanction status prior to July 1, 2021 have a “clean slate.” This means all WorkFirst recipients/applicants are in good standing without a requirement of a sanction “cure” for any sanction statuses prior to July 1, 2021.*

Effective March 16, 2020, due to the COVID-19 outbreak, WorkFirst participants are temporarily suspended from:

- Mandatory participation
- ~~—Non-Compliance Sanction (Home visits~~
- ~~NCS)Sanction and sanction termination penalties~~

Legal References:

- RCW 74.08.090; 74.08A.260 & .270
- WAC 388-310-1600

The *Non-Compliance Sanction Policy* section is divided into the following ~~three separate~~ sub-sections:

- Section 3.5.1 — Entering *Non-Compliance Sanction (NCS)* describes how to make the ~~NCSsanction~~ decision.
- Section 3.5.2 — Ending *Non-Compliance Sanction (NCS)* describes what happens ~~while~~when ~~the~~a participant stays in NCS.
  - ~~This section is in sanction status, after a participant is sanctioned how to re-engage them back into the WorkFirst program, and how to close the case if they reach the end of their grant reduction period without re-engaging and if they decide to stay in sanction for two months. This sectionIt~~ includes:

- 3.5.2.1 What happens after a case is placed in ~~Nnon-Ceompliance Ssanction~~ (NCS)?

- 3.5.2.2 How to complete Monthly NCS Re-engagement Contact
- 3.5.2.3 3.5.2.3 What are re-engagement the CE & IRP requirements for participants in Non-Compliance the Sanctioned participants?
- 3.5.2.4 3.5.2.4 How does a participant end a cure Non-Compliance Sanction?
- 3.5.2.5 3.5.2.5 How might a changes in circumstances may affect change a participant's grant, IRP or cure requirements?.
- 3.5.2.6 3.5.2.6 What if the participant does not re-engage in WorkFirst after 10 months of grant NCS reduction?
- ~~When do I withdraw a cases referred for sanction or grant reduction NCS case closure?~~
- 3.5.2.7 3.5.2.7 What if the NCS reduction lasts longer than 10 months What if the participant does not re-engage in WorkFirst a supervisor approves a case for sanction/sanction penalty and it is time to close the case after 10 months of grant reduction?.
- ~~3.5.2.7 What if the sanction lasts longer than two months?~~
- ~~3.5.2.8 How do I resolve procedural issues & reapply related to sanction penalties?~~
- ~~3.5.2.9 What happens when a participant is closed for NCS for the third time? (Section no longer valid, as of 7/28/19).~~
- 3.5.2.10 Ending Non-Compliance Sanction - Step-by-Step Guide

#### Other Related Chapters

- 3.5.3- NCS Reapplications describes how to process reapplications from NCS terminations non-compliance sanction case closures.

## 3.5.2 Ending Non-Compliance Sanction (NCS)

### 3.5.2.1 What happens after a case is placed in Non-Compliance Sanction?

~~The non-compliance sanction~~ The non-compliance sanction following policy is designed to provide numerous opportunities for ~~the~~ participants to re-engage in appropriate WorkFirst activities and address any barriers to participation. For best results, WorkFirst staff Program Specialists (WFPS) or WorkFirst Social Service Specialist (WFSSS) should

- Intervene early  
~~and take every~~ Look for opportunities to contact ~~participants~~ the people who are in non-compliance and encourage engagement in ~~WorkFirst~~ WorkFirst activities.
- in order to encourage engagement in with their WorkFirst activities requirements.

Once the non-compliance sanction /sanction penalty decision is approved, the case stays in will remain in NCS without reduction for two (2) months, followed by NCS grant reduction status for ten

(10) months, unless for some other reason the case closes, or until the sanction is waived or cured. During this time period, WorkFirst staff must should continue to attempt to work with the participant to re-engage in activities and cure their sanctionNCS.

The information in this section should only be followed after a case has been placed in sanction status following the procedures in section 3.5.1 Entering Sanction. If the supervisor or designee approves the sanction & grant reduction, WorkFirst staff will close the case after the participant has been in sanction for 10 months in a row.

### 3.5.2.2 How to complete Monthly NCS Re-engagement Contact

WorkFirst staff must

Continue to attempt to contact a sanctionedthe participant a minimum ofon once aa monthly basis re-engagement each month until the NCSthe sanction is waived, cured, or the case closes. This contact may take the form of:

- aA phone call
- In-person meeting
- or by sending the Non-Compliance Sanction {NCS} Re--engagement Letter

±

Note: The preferred form of contact is by phone or in-person.

Note: The preferred method of contact is by phone or in-person.

In circumstances where staff attempt contact by phone or by scheduled appointment, but are-ne't successful, aren't un able to connect directly with the sanctioned participant, the NCS Re--engagement Letter should also be sent in that given-month to ensure the participant is informed of the option to re-engage in the program. Staff must document monthly NCS re-engagement efforts usingon the eJAS 'Sanction Re-Engagement -Re engagement Monthly-Contact' note typepage.

If a participant is actively engaged in WorkFirst activities to end their non-compliance sanction WFPS/WFSSS aren't required to send a NCS re-engagement letter, however, are required to attempt a phone call each month to discuss community resources, successes, or potential barriers to required participation. An in-person conversation also satisfies the monthly contact requirement. These efforts must also be documented usingon the eJAS 'Non-Compliance Sanction Monthly-Re-Engagement Contact'Re engagement note typesummary page. If the re-engagement letter is created, the system will populates the letter information on the 'Sanction Re-Engagement Contact' note.

The NCS Review Pathway Sanction Re-engagement section on the Caseload Management Report (CLMR) displays participants approved for NCS and tracks staff monthly re-engagement efforts.

XXX

There are a number of other re-engagement strategies WorkFirst staff may use to encourage WorkFirst participation. This may include attaching the *Personal Pathway* self-assessment to the NCS Re-engagement Letter or making additional outreach phone calls in a given month to check in with the family. A **Sanction Re-engagement Outreach Toolkit** is available to support WorkFirst staff in this process.

The NCS Review Pathway (2 Month) report on the Caseload Management Report will display the date in the Reengage Contact column whenever a “Re-engagement” note type is entered into eJAS. This note type is entered when;

- ~~An NCS Re-engagement Contact Letter is printed from eJAS, or when;~~
- ~~The WFPS/WFSSS makes other re-engagement contact and selects the “Re-engagement” note type to post a note.~~

~~The information in this section should only be followed after a case has been placed in sanction status following the procedures in section 3.5.1 *Entering Sanction*. If the supervisor or designee approves sanction/sanction penalty, the WFPS/WFSSS will close the case after:~~

~~The participant has been in sanction for 2 months in a row; or~~

- ~~The participant is given 10-day notice that their case will close because they did not attend either their non-compliance case staffing or their home visit/alternative meeting.~~

### 3.5.2.32 What are the re-engagement the CE & IRP requirements for sanctioned participants in Non-Compliance Sanction (NCS)?

~~Every sanctioned participant must have a comprehensive evaluation before being assigned activities through their IRP. If the Pathway Developed Tool was completed within the last year for the sanctioned participant, its content including the individual’s answers must be revisited and discussed in order to update any pertinent information and determine with the participant appropriate activities moving forward. If never completed, or completed more than a year ago, a new Tool should be completed. complete the Sanction Re-engagement portion of the CE to start a sanction cure after entering sanction status. Please refer to WorkFirst Handbook Section XX for more information regarding use of the Pathway Development Tool to complete an individual’s comprehensive evaluation. The Sanction Re-engagement portion of the CE ensure the sanctioned participant and their families are in the most appropriate activities to meet their needs and to help them move out of sanction.~~

If staff make contact with a participant, the WFPS/WFSSS must offer an opportunity to re-engaged with WorkFirst activities and begin their NCS cure during the documented contact.

~~If the sanctioned participant indicates that they are ready to reengage and cure their sanction, WorkFirst staff do the following:~~  
The re-engagement process when meeting with a participant: The Sanction Re-engagement CE is a series of six questions to discuss how the participant will cure their sanction. It also screens for changes that may affect the participant's ability to participate.

~~CE process:~~

- ~~• Complete the necessary updates to the CE, to include the re-engagement portion and any necessary updates to CE as described in 3.2.3 Comprehensive Evaluation Updates to start a NCS cure,~~
- ~~• Develop an Individual Responsibility Plan (IRP),~~
  - ~~○ The IRP must reflect the activities based on current goals and circumstances identified in the Comprehensive Evaluation.~~
  - ~~○ Doesn't require a special "sanction IRP" just because they have entered NCS.~~
- ~~• Review support services to ensure the participant has proper support to engage in required WorkFirst activities.~~

~~If the participant agrees to a NCS cure plan, the participant must comply with their existing IRP requirements for four weeks (28 days) to cure the NCS.~~

- ~~• Schedule (via an appointment letter) a Sanction Re-Engagement appointment CE for the sanctioned participant.~~
- ~~• Complete the Sanction Re-engagement CE interview, Either review Pathway Development Tool responses provided within the last year, or complete a new Pathway Development Tool (see WorkFirst Handbook Section XX)~~
- ~~• In partnership with the participant, dDevelop an Individual Responsibility Plan (IRP that meets the family's needs).~~

~~All WorkFirst participants~~  
~~The participant does not require a special "sanction IRP" just because they have entered sanction. are~~  
~~Everyone participating in the WorkFirst program is required to have a current IRP based upon agreed to their activities. For sanctioned participants agreeing to re-engage back into WorkFirst, their~~  
~~If the participant agrees to a sanction cure plan, the IRP should reflect the activities not done without good cause. When the participant agrees to cure the sanction, update the IRP may include those activities they had previously failed to engage in (if still appropriate) and any new with current dates and any new activities needed to address the participant's current needed to meet any new circumstances. All activities included in the IRP should be supported by the individual's comprehensive evaluation results, conducted using the Pathway Development Tool, including any activities recommended by the Sanction Re-engagement CE interview.~~

~~The participant must complete a CE and comply with their existing IRP requirements to cure the sanction.~~

~~When the participant agrees to cure the sanction, update the IRP with current dates and any new activities needed to meet any new circumstances, including any activities recommended by the Sanction Re-engagement CE interview.~~

### 3.5.2.43 How does a participant ~~cure~~ end cure a Non-Compliance Sanction (NCS)?

~~Once the NCS penalty is approved, the A-sanctioned~~ Once the sanction decision has been approved, a participant must start and continue to do ~~the~~ required WorkFirst activities, as outlined in their IRP, to cure the ~~sanction~~ NCS. This ~~is~~ holds true even if the participant was ~~originally sanctioned~~ approved for NCS for failure to provide information or for refusing to accept a job. ~~A participant must do what is in their IRP when the sanction decision was made, unless circumstances change and the IRP is modified (including any changes made as a result of the Sanction Re-engagement CE interview).~~

The length of time required to end a sanction is referred to as the "cure period". The cure period starts on the day the participant updates or completes their comprehensive evaluation ~~Sanction Re-engagement CE interview~~ and agrees to their IRP activities. ~~The s~~ To cure the sanction, the sanctioned To cure the NCS, the participant must participate for **four** weeks (28 days) in a row to cure the sanction. After four weeks of satisfactory participation, the ~~sanction~~ NCS penalty is removed ~~effective~~ the first of the following month. ~~This same process is used for each subsequent sanction.~~

~~Staff may also waive the cure requirement; please see 3.5.2.5 for more details.~~

### 3.5.2.54 How ~~might~~ a change s in circumstances may affect ~~change~~ a participant's grant, IRP or cure requirements ~~s~~?

~~If circumstances change, a participant's grant, IRP and/or cure requirements may change.~~

#### **Grant:**

If a participant reports a change of circumstance which circumstance that prevents them from participating and that has n'ot been previously reported, then, once verified, the sanction o NCS cure requirement may be waived. For participants receiving the NCS reduction penalty, n the case it must be removed the first of the following month after the change of circumstances was reported.

If WorkFirst staff receive information that would warrant reversing the NCS decision, then the NCS If a sanctioned case is found where the required steps to impose a sanction were not taken, done incorrectly, or, the department knew about a barrier to participation and did not respond, then the sanction on the case must be removed back to the original date it was imposed. Each case should be reviewed for A-supplements as appropriate and must be issued following the established procedures

in the EAZ manual under "~~Benefit Errors – F~~" Benefit Errors: WAC 388-410-0040 Cash and food assistance underpayments. - "Cash and Food Assistance Underpayments". Follow the instructions in ~~subsection 3.5.1.143.5.1.143.5.2.8~~ (below) to resolve the procedural error and, where necessary, re-apply the sanction penalty.

~~If a participant reports a change of circumstance which prevents them from participating and has not been previously reported, then, once verified, the sanction on the case must be removed the first of the following month after the change of circumstances was reported.~~

### IRP:

Create a new IRP if:

The department did not respond to a known barrier,

The participant discloses a barrier after the fact,

The participant agrees to new activities based on their Sanction Re-engagement CE interview, or

The participant's situation changes so they can no longer meet prior IRP requirements.

### Four-Week Cure Requirements Exceptions:

~~Anyone able to participate (with a new IRP and participation requirements appropriate to their new circumstances) must comply for four weeks before they get a full grant. However, if they are only able to participate in family violence related activities, the cure requirement should be waived. Once they comply or the cure requirement is waived:~~

- ~~• Remove the sanction penalty the first of the following month.~~
- ~~• The participant starts over with a clean slate (zero months in sanction).~~

Waive ~~a participant's~~ the four-week cure requirement ~~only when~~ the participant:

- ~~They e~~Enters the third trimester of pregnancy if they ~~ha~~'ve completed a Pregnancy to Employment assessment and are ~~no~~'t required to participate in mental health and/or chemical dependency treatment.
- ~~They have~~Has a family, personal, or health issue that is ~~now~~ severe enough that they can ~~not~~ participate.
- ~~There-i's~~ fFamily violence that's ~~is~~ directly or significantly contributing to their inability to participate – for additional guidance, see **WorkFirst Handbook Section 6.5.18 – Family violence and sanctions.**

In these scenarios, once the cure requirement is waived, WorkFirst staff will:

~~Remove the sanction penalty the first of the following month.~~

- ~~• Start the participant over at zero months in sanction, see examples of family violence situations in 6.5.18.~~

**Examples:** A ~~participant~~woman is ~~sanctioned in NCS~~ for refusing to do job search. Below are ~~two~~three different ~~circumstances~~scenarios with the appropriate responses for each.

~~— #1: The participant~~She now discloses chemical dependency issues but ~~the~~her chemical dependency treatment provider indicates ~~that the participant~~she is able to participate in other WorkFirst activities. ~~The individual~~She must participate in activities for four weeks to get a full cash grant ~~and their NCS penalty.~~

~~• I (in this scenarioher case, WorkFirst staff would conduct a reengagement interview update the comprehensive evaluation go through a Sanction Re-engagement CE interview, and most likely followed by assign a mix of training, job search and chemical dependency treatment as part of the IRP).~~

- ~~• #12: After she receiving an entered~~sanction NCS penalty, ~~the participant is~~she was in a car accident and hospitalized.

~~• In this scenario, after the comprehensive evaluation is reviewed and updated, by WorkFirst staff, aThis woman will be working with a social service specialist would work with the participant to (who verifies the individual'sher circumstances,) after the Sanction Re-engagement CE interview is completed. WorkFirst staff would wWaive ~~the~~her four-week sanction cure requirement, and remove thehe sanction ~~NCS~~ penalty the first of the following month.~~

- ~~• #23: The participant~~woman is now entering ~~the~~her third trimester of pregnancy.

~~• In this scenario, tThere would be is no requirement for participation during the third trimester, as long, as the Pregnancy to Employment assessment has been completed and there wereare no mandatory requirements. WorkFirst staff would wWaive the four-week cure requirement and remove the sanction penalty the first of the following month.~~

### ~~3.5.2.65 When does the worker I withdraw a cases referred for NCS sanction or grant reduction/sanction penalties?~~

~~A case that has already been referred to the supervisor/designee for sanction & grant reduction/sanction penalties can be withdrawn only on a limited exception basis. The table below outlines what constitutes an appropriate reason for withdrawal:~~



<i>What if circumstances change after I refer a case for NCS sanction and sanction penalties?</i>	
<i>Cases that may be removed</i>	<i>Cases that cannot be removed</i>
Participant cured the sanction- Sanction lifted (e.g., unaddressed barriers discovered; participant now exempt from WorkFirst activities)	Closed cases

### 3.5.2.676 What if a supervisor approves a case for sanction/sanction penalty and the sanctioned participant does not re-engage in WorkFirst after 10 months of NCS grant reduction? it is time to close the case?

If a the sanctioned participant does not re-engage in WorkFirst and cure their sanction after 10 months of NCS grant reduction, their cash assistance may be terminated after the supervisor approves the will breeives an NCS termination terminated.

The WorkFirst staff The WFPS or the Public Benefits Specialist Financial Services Specialist to closes rminateseloses WorkFirst cash assistance by:

- Entering a "Y" in the "Close AU Due to NCS" field on the WORK screen in ACES 3G or checking the "Closed while in Non-Compliance Sanction" box on the Work Registration/Participation—Cash screen in ACE 3G. . The case will close for reason code 252.Takinges actions in ACES 3G as outline in the ACES manual - WorkFirst Non-Compliance Sanction (NCS).
- Sendsing an the adverse action notice (06-02 Termination of TANF/SFA) Letter following the adverse action rules in the EA-Z Manual and adding the following information to the notice:
  - Who is receiving an NCon\_eCompliance Sanction termination (specific participant)
  - What the participant failed to do to justify the sanction statusy did not do.
  - In addition, this text should be added to the Adding the following text: to the 06-02 Termination of TANF/SFA LLetter:
    - You've been in sanction and receiving a reduced grant for at least 10 months without meeting WorkFirst requirements. This is why your case is closing. (6.7)If your case is closed, you'll need to reapply and may need to follow your IRP for 4 weeks (28 days) in a row before you can receive a grant.The penalty for this sanction is case closure because you didn't attend your

staffing appointment scheduled on \_\_\_\_\_ and your case has received ten (10) months of a sanction reduction without meeting WorkFirst requirements to end the sanction.

If you reapply for TANF benefits in the future, and may need to follow your IRP activities for 4 weeks in a row before you can receive a cash assistance grant.

- In addition, WorkFirst staff complete the question “Was an adverse action letter sent to the participant 10 days prior to the NCS termination effective date?” in the eJAS Sanction Review Tool. Update the NCS Termination Actions section of the eJAS NCS tool.

*If your case is closed, you will need to reapply and may need to follow your IRP for 4 weeks in a row before you can receive a grant.*

For case closure sanction penalties only, also add the following text including appropriate dates:

- ~~The penalty for this sanction is case closure because you did not attend your staffing appointment scheduled on \_\_\_\_\_ and you were not available for your home visit or alternative meeting scheduled on \_\_\_\_\_.~~

~~When this is done, staff should complete the question, “Was an adverse action letter sent to the participant 10 days prior to the NCS termination effective date?” on the eJAS NCS tool.~~

Staff must also make sure that the family receives other types of public assistance benefits they may qualify for, like Basic Food or Washington Apple Health. Encourage participants who file an administrative hearing and request continued benefits to re-apply and meet participation requirements in case they lose the hearing.

### 3.5.2.7 What if a sanction lasts longer than two months?

If a sanction goes beyond 2 months, input the appropriate "delay reason" code on the ACES WORK screen.

- ~~FH is used when a case closure is delayed by an administrative hearing request.~~

### 3.5.2.7 What if the NCS reduction lasts longer than ten months?

If a NCS reduction penalty goes beyond 10 months, input the appropriate "delay reason" code in ~~on~~ the ACES 3G.

- FH is used when a case closure is delayed by an administrative hearing request.

## 5.2.8 How do I resolve procedural issues related to sanction & reapply sanction penalties?

The below processes are used when a case was sanctioned in error. The WFPS completes the following actions:

### Invalid Sanction/Case Staffing

Ends the sanction: For invalid sanction/case staffing, the sanction will be ended. To end the sanction, WorkFirst staff would:

Send a change letter to end the sanction. If only the good cause/NCS case staffing is invalid, explaining that full benefits will be reinstated until the procedural error is resolved.

Restore benefits by removing

Restores lost benefits: Removes the sanction on the case back to the original date it was imposed.

Issue a supplement following the established procedures in the EA\_Z Mmanual under "Benefit Errors: WAC 388-410-0040 Cash and food assistance underpayments." "Benefit Errors - F. Cash and Food Assistance Underpayments".

Reinstates sanction: If the sanction has to be re-instated because the good cause/NCS case staffing was invalid, sends out a new good cause appointment letter, describing what the participant did not originally do.

Follows the regular sanction process from this point forward to assess whether the sanction process is still appropriate for the participant. do a good cause/NCS case staffing, completes the sanction review checklist and makes the sanction decision.

If the sanction is found appropriate, sends a new adverse action notice, stating who did not participate and (describing what the participant that individual did not originally do). The and imposes a new sanction. The participant would start over in month one of the new sanction.

### Insufficient Information in the Adverse Action Notice

If the adverse action notice the WFPS/WFSSS does not include id not state who did not comply with WorkFirst and/or adequately describe what was not done, WorkFirst staff would:

Send a change letter, explaining that full benefits will be reinstated until the procedural error is resolved.

~~Restore benefits by removing the sanction on the case back to the original date it was imposed.~~

~~Issue a supplement following the established procedures in the EA Z manual under "Benefit Errors— F. Cash and Food Assistance Underpayments".~~

~~, a new sanction decision will not have to be made. The WFPS lifts the sanction and restores lost benefits. Sends out a new adverse action letter naming who and/or describing what the participant originally did not do.~~

~~I and imposes a new sanction with advance and adequate notice. The participant will start over in month one of the new sanction.~~

~~**Curing requirements:** Allows participants who have already begun to cure their sanction to continue their cure by doing their required activities. If the participant has not started to cure and wishes to re-engage, WorkFirst staff the WFPS/WFSSS update or complete the comprehensive evaluation completes a new CE and IRP based on current circumstances. Lifts the new sanction after the participant participates for four consecutive weeks. See section 3.5.2.4 for a description of when a participant's four-week cure requirements can be waived.~~

### ~~3.5.2.9 What happens when a participant is closed for NCS for the third time? (NO LONGER VALID SECTION AS OF 07/28/19, THERE IS NO LONGER PERMANENT DISQUALIFICATION AFTER THIS DATE.)~~

~~When a person's case closes that has been terminated for NCS three times, that person is permanently disqualified from receiving TANF/SFA benefits. In addition, the disqualified person's household is ineligible to receive TANF/SFA benefits while the person lives in the home. For more information about permanent TANF disqualification, please refer to section 3.5.4—Permanent TANF Disqualification. (No longer valid, as of 7/28/19. Households)~~

~~See section 3.5.3.2 for instructions on removing the permanent disqualification when you reinstate a sanction case closure penalty case. (Section no longer valid, after 7/28/2019. Households are no longer permanently disqualified after that date.)~~

### ~~3.5.2.8~~ Ending Non-Compliance Sanction - Step-by-Step Guide

~~Note: The NCS process and automated supports track each specific incidence of non-participation. If the WFPS/WFSSS considers sanction again based on another incidence of non-participation, WorkFirst staff must conduct new appointments and create a separate NCS eJAS tool.~~

- ~~• Curing Sanction~~

When ~~the a sanctioned~~ participant agrees to engage in WorkFirst activities ~~participate~~ to cure their sanction, WorkFirst staff: the WFPS/WFSSS completes the following steps:

1. Completes the NCS re-engagement interview.
- ~~1.2. Reviews and Updates or complete the comprehensive evaluation, utilizing the Pathway Development Tool. Completes the Sanction Re-engagement CE interview.~~
- ~~2.3. Opens appropriate indicator and activity the appropriate components(s) in eJAS based on the comprehensive evaluation. –NOTE: (but keep the SA or SN code open for tracking purposes in place if requiring a four week (28 day) cure in place.)~~
4. Develops Updates an IRP based on current goals and ~~the participant's current circumstances identified in the comprehensive evaluation., including those activities the participants failed to originally due if still appropriate.~~
- ~~3.5. Authorizes any needed support services and updates the IRP.~~
6. Documents Updates the contact in the eJAS Sanction ~~Re-engagement~~ Monthly Contact note typepage in eJAS NCS Tool.
- 4.7. After four4 weeks (28 days) of satisfactory participation is verified:

Updates In ACES 3G:

- Changes the Pparticipation Sstatus in ACES 3G from *Refused – Mandatory Participant (RE)* to *Mandatory Participant (MP)* on the Work Registration Sscreen
    - a) Eand enterss the sanction cure date in the -'Re-qualifying Date' field.
  - RemoveCloses the SA or SN code from in eJAS by entering the CS closing code.
8. Completes or closes the eJAS NCS Tool.

Note: For further information about processing non-compliance sanctions see:

- ACES manual-WorkFirst Non-Compliance Sanction (NCS)
- EA-Z Manual-WorkFirst Sanctions
- EA-Z Manual-Basic Food Work Requirements-Disqualification

## Resources

### Related WorkFirst Handbook Sections

- [3.1 Tools - Overview](#)
- [3.2 Comprehensive Evaluation](#)
- [3.4 Case Staffing](#)
- [3.5.3 NCS Reapplications](#)
- [6.1 Resolving issues](#)

## Forms & Other Resources

- [EA-Z Manual - Benefit Errors: WAC 388-410-0040 Cash and food assistance underpayments.](#)
- [EA-Z Manual – Basic Food Employment and Training \(BFET\) Program Stamp E & T Chapter](#)
- [WorkFirst Opportunities Brochure \(DSHS 22-1125\)](#)
- ~~[Sanction Re-engagement Outreach Toolkit](#)~~
- ~~[2 Month Sanction: Non-Compliance Sanction Case Staffing and Review Criteria Reference Guide](#)~~

Outline