

Par.1. Material Transmitted and Purpose – Transmitted with this Manual Letter is new Service Chapter 401-01 – Crossroads Program Policies and Procedures. This Manual Letter replaces Service Chapter 620-15.

Par. 2. Effective Date – This manual letter is effective April 1, 2012.

Payment of child care expenses for Crossroads eligible individuals is made through Child Care Assistance Program. The Public Assistance Unit is responsible for policy and procedures of the Child Care Assistance Program. Therefore, effective April 1, 2012, administration of the Crossroads Program will be transferred from Children and Family Services to the Public Assistance Unit within the North Dakota Department of Human Services. With the transfer, the following changes will be made to the Crossroads Program:

- A new Crossroads Manual, 401-01, has been created and placed on the e-manuals bookshelf under Financial Help. This new manual replaces the old Manual 620-15. However, the old Manual 620-15 will be available as an Archived Crossroads Manual book in the new manual.
- All Crossroads applications are to be forwarded to the Public Assistance Unit of the North Dakota Department of Human Services for approval.
- Individuals eligible for the Crossroads Program will be referred to one of three agencies who will provide Case Management services. The three agencies are Community Options, Inc., Job Service North Dakota and Turtle Mountain Employment and Training. A conference call will be held with these agencies to review the duties and expectations for Case Management services.
- Individuals eligible for the Crossroads Program and participate in the Case Management services may be eligible for up to \$75 in transportation assistance.
- The SFN 29 has been revised. Once completed, a small supply will be sent to each county office. If needed, an additional supply can be order.
- A Crossroads Brochure is being developed and printed. When completed a supply will be sent to each county office. If needed, an additional supply can be ordered.
- All policy questions should be referred to the Regional Representative.