

**N. C. Division of Aging and Adult Services
Administrative Letter No. 14-04**

Adult Services Section

TO: County Directors of Social Services

ATTENTION: Special Assistance Program Administrators, Managers, and Supervisors

DATE: May 5, 2014

SUBJECT: Revised Timeframe for Replacement of Special Assistance Checks

EFFECTIVE DATE: Upon Receipt

I. GENERAL INFORMATION

A Special Assistance beneficiary may complete a request for a replacement check when a state issued check is believed to be lost or stolen. The DSS-8129, Request for a Replacement Check, serves as a request to the Office of the Controller to cancel the lost or stolen payment and reissue a new payment in the same amount.

II. IMPLEMENTATION PROCEDURES

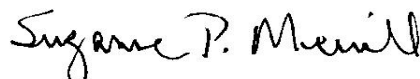
The Office of the Controller will no longer accept requests for or issue replacement checks for periods beyond 12 calendar months. Requests for replacement checks must be made within 12 calendar months from the issuance month of the payment.

Please continue to follow the instructions regarding the procedure for requesting replacement checks as outlined in the Special Assistance Policy Manual.

III. EFFECTIVE DATE

This policy is effective upon receipt. Please email any questions regarding this policy to specialassistance@dhhs.nc.gov.

Sincerely,



Suzanne P. Merrill
Acting Division Director and
Adult Services Section Chief