



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

2405 Mail Service Center • Raleigh, North Carolina 27699-2405  
Courier 56-20-25 Phone 919-733-3818 Fax 919-715-0023

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Karen E. Gottovi, Director  
(919) 733-3983

June 4, 2004

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:**

**ATTENTION: SA CASEWORKERS AND SUPERVISORS**

**SUBJECT: State/County Special Assistance Training**

We are pleased to offer the annual statewide **State/County Special Assistance Training** in ten locations across the state in July and August 2004. This one-day workshop is designed specifically for SA caseworkers, SA supervisors, and agency training staff working in county departments of social services. This training will focus on the new Special Assistance monitoring plan that takes effect in August 2004, and on changes in SA policy and procedures implemented in the last year. It is important that each agency is represented at the training.

Jackie Franklin, SA Program Manager, will lead the workshop, along with the SA Program Compliance Representatives, Bettie Johnson and Sharon Odenwelder. County staff may register for whichever workshop location is most convenient. Each county may register up to 4 persons from their agency. The workshop begins with registration at 9:00 AM; training begins at 9:30 AM and ends by 3:30 PM. You may duplicate the enclosed registration form as necessary to accommodate the number of people attending the training, or you may register online at [www.ncswtrain.org](http://www.ncswtrain.org).

There is no registration fee for this workshop. **However, you must pre-register as space is limited at each site.** Please return your registration as soon as possible to ensure space availability at your chosen site. Registrants will be sent a confirmation letter, directions to the workshop site, and training site telephone contact number. Site locations were chosen to minimize overnight travel for participants.

Due to budget constraints, we regret that we are unable to provide refreshments at the breaks. Participants are welcome to bring their own snacks and beverages to the training event; in most of the training facilities snack and beverage machines are available. If you need additional workshop information, you may contact Jackie Franklin at (919) 733-3677 or your Adult Programs Representative

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief  
Adult Services Section

SPM:jf

Attachment

AFS-03-2004

## State/County Special Assistance Training Registration Form

**To register complete the form below and mail or fax to:**

Monica Nealous	Fax: (919) 715-0023
NC Dept. of Health & Human Services	Phone: (919) 733-3677
Division of Aging & Adult Services	
Adult Services Section	
2405 Mail Service Center	
Raleigh, NC 27699-2405	

**You must pre-register**, as space is limited at each location.

Name: Ms./Mr. \_\_\_\_\_

Home Phone:\*( ) \_\_\_\_\_ SSN:\*\* \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Work Phone:( ) \_\_\_\_\_ Fax:( ) \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Courier #: \_\_\_\_\_

County: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Other job duties besides SA: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

\*Home phone requested in event of last minute postponement due to impending severe weather.

\*\*Social Security Number is requested for internal record keeping purposes only.



**Check (✓) the Site and Date you are registering for:**

<input type="checkbox"/>	Fayetteville (Cumberland County DSS)	Tuesday July 13, 2004
<input type="checkbox"/>	Wilmington (New Hanover County DSS)	Wednesday July 14, 2004
<input type="checkbox"/>	Williamston (Martin Community College)	Tuesday July 20, 2004
<input type="checkbox"/>	New Bern (Craven County DSS)	Wednesday July 21, 2004
<input type="checkbox"/>	Winston-Salem (Forsyth County DSS)	Tuesday July 27, 2004
<input type="checkbox"/>	Hickory (Catawba Valley Community College, East Campus)	Wednesday July 28, 2004
<input type="checkbox"/>	Boone (Watauga County DSS)	Tuesday August 3, 2004
<input type="checkbox"/>	Sylva (Southwestern Community College)	Thursday August 5, 2004
<input type="checkbox"/>	Albemarle (Stanly County DSS)	Tuesday August 10, 2004
<input type="checkbox"/>	Raleigh (Wake County DSS)	Thursday August 12, 2004