



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
  
Wayne E. Black  
Division Director

January 20, 2015

Dear County Director of Social Services:

**SUBJECT: Update on Subrecipient Self-Assessment of Internal Controls and Risk**

It is time to complete the annual "Subrecipient Self-Assessment of Internal Controls and Risks" survey. A county is allowed to complete a certification in lieu of the full Self-Assessment survey up to **3** times provided they meet *all* of the following conditions:

- 1) There were **no** findings or questioned costs cited in the single audit for year ending 6/30/14, **and**;
- 2) Agency Director and fiscal officer have **three or more years experience in that position in that agency** as of June 30, 2014, **and**;
- 3) There were no weaknesses reported on the previous "Subrecipient Self-Assessment of Internal Controls and Risks" survey without mitigating controls in place.

The Self-Assessment Survey and the Certification Form can be downloaded at the following website:

<http://www.ncdhhs.gov/dss/Monitoring/assessments.htm>.

Your self-assessment survey or certification form must be submitted in soft copy. You may attach it as a document and email it to your Local Support Manager, Christy Nash at [christy.nash@dhhs.nc.gov](mailto:christy.nash@dhhs.nc.gov) or Darrell Renfro at [darrell.renfro@dhhs.nc.gov](mailto:darrell.renfro@dhhs.nc.gov). If you do not have the capacity to affix an electronic signature on the survey, print the last page of the self-assessment or certification form for the Director's signature, and mail it to your Local Support Manager, either Kristy Nash, 283 Sutton Road Snow Hill, NC 28580 or Darrell Renfro, 193 Shallow Creek Road, Rosman, NC 28772. You should always keep a copy of the completed Certification Form or Self-Assessment survey for your records. The deadline to return the required documents to Christy or Darrell is March 15, 2015.

If you have questions concerning the Self-Assessment Internal Control Documents, please contact either Christy Nash or Darrell Renfro.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kathy Sommese".

Kathy Sommese  
Budget Officer

cc: EMT  
BG-01-2015

Budget Office

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