



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

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

May 3, 2005

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

SUBJECT: SFY 05-06 Self-Assessment Review Schedule

In compliance with federal and Departmental requirements, the NCDSS revised its plan for monitoring programs and subrecipients in 2003. One of the major components of the Division's plan is the "Subrecipient Self-Assessment of Internal Controls and Risks". To date 96 counties have completed the self-assessment. Thank you for your efforts in helping to meet our monitoring requirements.

As required by the Division's Monitoring Plan, every local DSS must complete the "Subrecipient Self-Assessment of Internal Controls and Risks". This annual requirement may be waived 4 times unless one of the following conditions exists:

- 1) There were findings or questioned costs cited in the single audit for year ending 6/30/04 or;
- 2) The agency Director and/or fiscal officer have less than two years experience in that position or one of the positions are vacant, or;
- 3) There were weaknesses reported on your previous "Subrecipient of Self-Assessment of Internal Controls and Risks" survey with no mitigating controls in place.

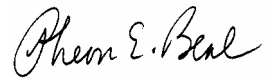
If any of the above conditions exist, the county is required to submit the full self-assessment until they meet the above requirements.

Your county is required to complete a full "**Subrecipient Self-Assessment of Internal Controls and Risks**" for SFY 05-06 if one of the reasons is cited above.

The self-assessment survey is available at <http://www.dhhs.state.nc.us/dss/Monitoring/sa.htm> and can be downloaded as a MS word document. The completed survey should be emailed as an attachment, faxed or mailed to your LBL at their home address by **August 31, 2005**. You must use the latest version with a revision date of April 6, 2005 as there have been significant changes to the self-assessment tool. Keep a copy of the completed survey for your records. If you elect to complete and return via email, the signature page must be downloaded, signed by the director and faxed or mailed to your LBL at their home address. (**Director's Signature required**).

If you have any questions or problems downloading the survey, contact your LBL or Lee Quick at 910-582-4174.

Sincerely,

A handwritten signature in cursive script that reads "Pheon E. Beal".

Pheon E. Beal

PB/LQ
BG-02-2005