



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
Dempsey Benton, Secretary

Sherry Bradsher, Director
(919) 733-3055

July 31, 2008

Dear County Director of Social Services:

SUBJECT: Update on Subrecipient Self-Assessment of Internal Controls and Risk
Division of Social Services Fiscal Monitoring Plan

It is time to complete the annual "Subrecipient Self-Assessment of Internal Controls and Risks" questionnaire. This year a new section on Civil Rights compliance has been added to the questionnaire and the certification form as a component of NCDHHS's Voluntary Compliance Agreement (VCA) with the Federal Office for Civil Rights (OCR). The VCA requires the division to collect this information on an annual basis.

A county is allowed to complete a certification in lieu of the full Self Assessment survey up to 4 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 6/30/07 and;
- 2) Agency Director and fiscal officer have two or more years experience in that position as of June 30, 2008, and;
- 3) There were no weaknesses reported on your previous "Subrecipient of Self-Assessment of Internal Controls and Risks" survey without mitigating controls in place.

Counties will be notified by their assigned LBL prior to August 15, 2008 which forms to complete. The Self Assessment Survey and the Certification Form can be downloaded at the following website. <http://www.ncdhhs.gov/dss/Monitoring>. Copies of your most recent full assessment can also be found on this website.

If your county is due a full self assessment, the assessment must be submitted in soft copy. You may attach as a document to email to your assigned Local Business Liaison. If you do not have the capacity to affix an electronic signature on the survey, print the last page of the Self Assessment survey for Director's signature and mail to your LBL at their office address. For counties eligible to complete the Certification Form, the form should be printed, and signed by the Director and mailed to your LBL at their office address. You should always keep a copy of the completed Certification Form and Self Assessment survey for your records. The deadline to return the required documents to your LBL is **September 30, 2008**.

If you have any questions concerning the Self Assessment of Internal Controls Document, please contact Lee Quick at 910-582-4174.

Effective July 1, 2008 the North Carolina Division of Social Services has implemented a Fiscal Monitoring Plan for the following programs: Child Support Enforcement, Work First and Food and Nutrition Services. The fiscal monitoring will be conducted on site by the Local Business Liaisons in conjunction with fiscal staff in the local offices. Counties will be scheduled for monitoring over a three year period.

Attached are the following documents: the [Budget Office Fiscal Monitoring Plan SFY 08-09](#); DSS Budget Office Fiscal Monitoring Spreadsheet ([Attachment A](#)) and the DSS Budget Office Fiscal Monitoring Schedule ([Attachment B](#)).

If you have any questions concerning the DSS Fiscal Monitoring Plan, please contact James Clark at 910-754-6431.

Sincerely,



Sarah L. Barham
Budget Officer

BG-02-2008