



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
BUSINESS OPERATIONS

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
DIRECTOR

January 19, 2018

Dear County Director of Social Services:

SUBJECT: Sub-Recipient Self-Assessment of Internal Controls and Risk

The annual *Sub-Recipient Self-Assessment of Internal Controls and Risks* survey is now due. This questionnaire is designed to assist grantees in the identification of strengths and weaknesses in its internal control structure. Division of Social Services staff will use this form as a guide to assess the agency's control risk. Please complete in full and return to the Division of Social Services. The deadline to return the required documents is **February 9, 2018**. Please maintain a copy of the completed form for your records.


Both the Survey and the Certification Form can be downloaded at the following website:  
<http://www2.ncdhhs.gov/dss/Monitoring/assessments.htm>.

Your certified self-assessment form may be submitted via email, mail or fax to Sandra Weathers at:  
[Sandra.Weathers@dhhs.nc.gov](mailto:Sandra.Weathers@dhhs.nc.gov) or Sandra Weathers, DSS Budget Office, 2417 MSC, Raleigh, NC 27699-2417 or  
Attn: Sandra Weathers - Fax - (919) 334-1018

New for this year we have added a survey for **stand-alone** Child Support Offices. This will allow the stand-alone offices to also review their internal controls.

If you have questions concerning the Self-Assessment Internal Control Documents, please contact one of our Fiscal Monitors, Kim Goodwin at [Kimberly.Goodwin@dhhs.nc.gov](mailto:Kimberly.Goodwin@dhhs.nc.gov) or Regina French at [Regina.French@dhhs.nc.gov](mailto:Regina.French@dhhs.nc.gov) or Charles Robertson at [Charles.Robertson@dhhs.dss.gov](mailto:Charles.Robertson@dhhs.dss.gov).

Sincerely,

  
Richard Stegenga  
Deputy Director  
Business Operations

Attachment

cc: DSS Fiscal Monitors/Local Business Liaisons

BG-02-2018

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER