



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

Sherry Bradsher, Director
(919) 733-3055

July 17, 2007

Dear County Director of Social Services:

SUBJECT: SFY 07-08 Schedule of Self Assessment Reviews

As required by the NC Division of Social Services Subrecipient Monitoring Plan, every local DSS must complete the "Subrecipient Self-Assessment of Internal Controls and Risks". This annual requirement may be waived up to 4 times provided you meet all of the following conditions:

- 1) There were no findings or questioned costs cited in the single audit for year ending 6/30/06 and;
- 2) Agency Director and fiscal officer have two or more years experience in that position as of June 30, 2007, 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.

You will be notified by your LBL prior to August 15, 2007 if you are eligible to complete a Certification of Self Assessment for SFY 07-08 or if you have to complete a full self assessment. The Self Assessment Survey and the Certification Form can be downloaded at the following website <http://www.dhhs.state.nc.us/dss/Monitoring/>.

For those counties that require a full self assessment, please submit the completed self assessment survey electronically and send by email to your assigned Local Business Liaison. Due to the requirement to have an original signature on the survey, print the last page of the Self Assessment survey for Director's signature and mail to your LBL at their home address. For counties eligible to complete the Certification form, The Certification Form should be printed, and signed by Director and mailed to your LBL at their home address. You should

always keep a copy of the completed Certification Form and Self Assessment survey for your records. The deadline for both is **September 30, 2007**.

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

Sincerely,

A handwritten signature in black ink that reads "Sherry Bradsher". The signature is written in a cursive style with a large initial 'S'.

Sherry Bradsher

SB/lq

BG - 03-2007