



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
SR. DIRECTOR OF SOCIAL SERVICES
AND COUNTY OPERATIONS

March 27, 2017

Dear County Director of Social Services:

Attention: Director County Social Services, Social Services County Fiscal Officer

RE: The Work Number (Equifax)

This letter is to inform you of the upcoming Electronic Funds Transfer (EFT) for each county's use of The Work Number.

We have discussed the upcoming EFT to counties for the use of The Work Number during the monthly 100 County Director webinars in February and during DSS Director's meetings.

In calculating each county's EFT amount the Division of Social Services will calculate the number of transactions by the county as a percentage of total statewide billable transactions though The Work number. This will be done in quarterly (3 month) intervals. We will continue to use this calculation method for quarterly EFT's. The EFT will take place early April (calculating for the 3 months of October, November and December 2016) and then again in May (calculating for the months of January, February and March of 2017). Starting with State Fiscal Year 2017-18 this EFT will take place during August (calculating for the months April, May and June 2017), November, February and May following the same calculating method. Prior to the EFT, the DHHS Controller's Office will inform you of the projected EFT amount. Please note that costs for these expenditures cannot be cost allocated for federal reimbursement since these charges have already been cost allocated at the state level.

It will be incumbent upon all counties to monitor their use of this service. Please refer to Dear County Director Letter dated December 12, 2016 for The Work Number Usage guidance. <https://www2.ncdhhs.gov/dss/dcdl/dssdirector.htm>. Also, attached to this memorandum is a screen shot that describes how charges are billed. Further guidance regarding timeframes for which date is valid by program will be provided.

WWW.NCDHHS.GOV
TEL 919-527-6411 • FAX 919-334-1031
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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

In April 2017; we plan to begin posting each county's usage on the DSS Website:
<https://www2.ncdhhs.gov/dss/budget/county.htm> . This will be updated monthly.

Sincerely,



Kathy Sommese
NC DSS Business Director

Cc: Wayne E. Black
David Locklear, Economic Services Section Chief
NC DSS Local Business Liaisons
NC DSS Budget Office
Myra Dixon, NC DHHS Controller's Office

Attachment
BG-03-2017

Verifications Hide Screen Member: Justin Example | [My Account](#) | [Log Out](#)

[Alerts and Settings](#) | [Help](#) | [Contact Us](#)

EQUIFAX [Main Menu](#) [webManager](#)

Verifications

[New Order](#)

SSN and Type

2 Select Employer(s)

3 Review

4 Finish

Available Employers

Select the employer(s) that you would like to view and click 'Continue'.

Social Security Number: 799-00-5002

Employer Name	Employer Code	Status	Last Pay Period	Select <input type="checkbox"/>
Enterprise USA	91001	Inactive	01/31/2012	<input type="checkbox"/>
Enterprise USA Financial	90005	No Longer Employed	12/01/2005	<input checked="" type="checkbox"/>
Enterprise USA	90001	Active	02/10/2013	<input checked="" type="checkbox"/>

Clicking "Continue" indicates that you agree to the [Terms and Agreements](#) for this service.

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Equifax charges for each “billable hit”. For each record, you select it is counted a billable hit. In this example if you click the select box in the grey shaded area you will see all 3 records and be billed for three records. If you select one record, since that is all you need, you will be charged for one record. Please keep this in mind when using this resource.