



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

2417 Mail Service Center • Raleigh, North Carolina 27699-2417
Courier # 56-20-25 Phone 919-334-1023

Beverly Eaves Perdue, Governor
Albert A. Delia, Acting Secretary

Sherry S. Bradsher, Director
Kathy Sommese, DSS Budget Officer

November 8, 2012

Dear County Director of Social Services:

SUBJECT: Update on Subrecipient Self-Assessment of Internal Controls and Risk

It is time to complete the annual "Subrecipient Self-Assessment of Internal Controls and Risks" survey. This year there have been a few revisions to the self-assessment survey and the certification form.

A county is allowed to complete a certification in lieu of the full Self-Assessment survey up to **3** times, provided they meet *all* of the following conditions (*note these criteria have changed since last year*):

- 1) There were **no** findings or questioned costs cited in the single audit for year ending 6/30/11, and;
- 2) Agency Director and fiscal officer have **three or more years experience in that position in that agency** as of June 30, 2012, and;
- 3) There were no weaknesses reported on the previous "Subrecipient Self-Assessment of Internal Controls and Risks" survey without mitigating controls in place.

The Self-Assessment Survey and the Certification Form can be downloaded at the following website: <http://www.ncdhhs.gov/dss/Monitoring/assessments.htm>. Copies of your most recent full assessment and certification can also be found on this website.

Your self-assessment survey or certification form must be submitted in soft copy. You may attach it as a document and email to Sandra Weathers at Sandra.Weathers@dhhs.nc.gov. If you do not have the capacity to affix an electronic signature on the survey, print the last page of the self-assessment or certification form for the Director's signature, and mail or fax to Sandra Weathers at the DSS Budget Office, 2417 MSC, Raleigh, NC 27699-2417, fax (919) 334-1031. You should always keep a copy of the completed Certification Form or Self-Assessment survey for your records. The deadline to return the required documents to Sandra Weathers is December 15, 2012.

If you have questions concerning the Self-Assessment Internal Control Documents or Fiscal Monitoring, please contact Kim Goodwin at Kimberly.Goodwin@dhhs.nc.gov or 252-482-0306, or Jane Johnson at Jane.Johnson@dhhs.nc.gov or 336-764-8757.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Sommese".

Kathy Sommese
Budget Officer

cc: EMT

BG-04-2012