



## North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603  
Courier # 56-20-25

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

July 1, 2011

Dear County Director of Social Services:

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

It is time to complete the annual "Sub recipient Self-Assessment of Internal Controls and Risks" questionnaire. This year a new section titled Security Access for Information Systems has been added to the questionnaire and the certification form.

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 more than one finding or questioned costs cited in the single audit for year ending 6/30/10 and;
- 2) Agency Director and fiscal officer have two or more years experience in that Position as of June 30, 2011, 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 1, 2011 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/assessments.htm>. Copies of your most recent full assessment and certification 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 or fax to your LBL at their office address. For counties eligible to complete the Certification Form, the form must be completed in soft copy and emailed to your LBL. If you do not have the capacity to affix an electronic signature on the Certification, print the last page of the Certification Form for the Director's signature and mail or fax 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, 2011.

Fiscal Monitoring for County Departments of Social Services will continue under a new three year schedule.

If you have questions concerning the Self Assessment Internal Control Documents or Fiscal Monitoring please contact James Clark at 910-754-6431.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sommese".

Kathy Sommese  
Budget Officer

cc: EMT

BG-05-2011