



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

Pat McCrory
Governor

Richard O. Brajer
Secretary

Wayne E. Black
Division Director

November 19, 2015

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 is one survey available to be completed by all counties. There is no longer a long and a short form.

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

Your self-assessment survey or certification form must be submitted by email. 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 18, 2015.

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 Regina French at Regina.French@dhhs.nc.gov or Charles Robertson at Charles.Robertson@dhhs.dss.gov.

Sincerely,

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

Kathy Sommese

BG-07-2015

Budget Office

www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6411 • Fax 919-334-1031

Location: McBryde Building • 820 S. Boylan Ave • Raleigh, NC 27603
Mailing Address: 2417 Mail Service Center • Raleigh, NC 27699-2417
An Equal Opportunity / Affirmative Action Employer

