



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Wayne E. Black
Division Director

October 28, 2013

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. 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:

- 1) There were **no** findings or questioned costs cited in the single audit for year ending 6/30/12, **and**;
- 2) Agency Director and fiscal officer have **three or more years experience in that position in that agency** as of June 30, 2013, **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 13, 2013.

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, Jane Johnson at Jane.Johnson@dhhs.nc.gov or 336-764-8757, or Regina French at Regina.French@dhhs.nc.gov or 252-789-0531.

Sincerely,

Kathy Sommese
Budget Officer

cc: EMT

BG-08-2013

Budget Office

www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6335 • Fax 919-334-1031

Location: McBryde Building • 820 S. Boylan • Raleigh, NC 27603
Mailing Address: 2417 Mail Service Center • Raleigh, NC 27699-2417
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