



NORTH CAROLINA GENERAL ASSEMBLY

Legislative Services Office

George R. Hall, Legislative Services Officer

Program Evaluation Division
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Tel. 919-301-1404 Fax 919-301-1406

John W. Turcotte
Director

August 9, 2013

Dr. Aldona Vos, Secretary
Department of Health and Human Services
2001 Mail Service Center
Raleigh, NC 27699-2001

Dear Secretary Vos:

In accordance with our 2013-15 Work Plan, the Program Evaluation Division of the North Carolina General Assembly is mandated to review the effectiveness and efficiency of county child support enforcement programs including compliance with federal requirements. We are required to submit our report to the Joint Legislative Program Evaluation Oversight Committee.

To begin the process, we will hold the project entrance conference on **Monday, September 9th at 3pm in Room 158 of the Adams Building**. The purpose of this meeting will be to discuss the project objectives, scope of our work, data requirements, and the protocols for working with agency staff to complete the evaluation. If you have any questions or concerns please do not hesitate to contact Jim Horne, Senior Program Evaluator, at 919-301-1936 or jim.horne@ncleg.net, as he will serve as the lead on this project.

The overall authority and responsibilities of the Program Evaluation Division are specified by G.S. Sections 120-36.11-16. As described in the enclosed summary and in compliance with GS 120-131.1(a1), all information requests, work papers, and report drafts prepared by and for the Program Evaluation Division are confidential unless and until they are offered at a public meeting of the Joint Legislative Program Evaluation Oversight Committee or another legislative committee. If you have any questions, please contact me at 919-301-1402. We look forward to working with you on this project.

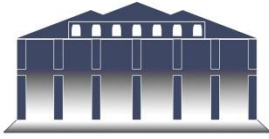
Sincerely,

A handwritten signature in black ink, appearing to read "John W. Turcotte".

John W. Turcotte
Director

cc: Senator Fletcher L. Hartsell, Jr., Chair, Joint Legislative Program Evaluation Oversight Committee
Representative Julia Howard, Chair, Joint Legislative Program Evaluation Oversight Committee

Sherry Bradsher, Deputy Secretary of Human Services, NC Department of Health and Human Services
Wayne Black, Director, NC Division of Social Services, NC Department of Health and Human Services
Judy McAnn, Program Administrator, Child Support Services, NC Division of Social Services, NC DHHS
Amanda Parks, Executive Assistant to the Secretary, NC Department of Health and Human Services
Adam Sholar, Legislative Liaison, NC Department of Health and Human Services



NC General Assembly Program Evaluation Division Confidentiality of Requests, Work Papers, & Drafts

Documents prepared by and for the Program Evaluation Division staff are confidential and are not public record, unless and until they are offered at a meeting of the Joint Legislative Program Evaluation Oversight Committee or another legislative committee.

Requests

When Program Evaluation Division staff request information from a government employee in preparation of an evaluation report, the request and any accompanying documents are confidential and are not public records. N.C.G.S. 120-131.1(a1).

When government employees prepare documents in response to requests by Program Evaluation Division staff, the documents are confidential and are not public records. N.C.G.S. 120-131.1(a1). According to N.C.G.S. 120-36.13, these documents become available to the public if they are offered at a joint meeting of a conference committee or they have been distributed at a legislative commission, standing committee, or subcommittee meeting not held in executive session, closed session, or on the floor of a house. N.C.G.S. 120-131(b).

Work Papers

According to N.C.G.S. 120-36.13, any documents prepared by Program Evaluation Division staff pursuant to the Division work plan become available to the public only if they are offered at a joint meeting of a conference committee or they have been distributed at a legislative commission, standing committee, or subcommittee meeting not held in executive session, closed session, or on the floor of a house. N.C.G.S. 120-131(b).

The Program Evaluation Division will only turn over its work papers if they are subpoenaed by a duly authorized court or court official (based on N.C.G.S. 147-64.6(d)) or the Director of the Program Evaluation Division determines another state or federal employee needs them for an official matter, such as a criminal investigation (based on N.C.G.S. 130A-304(b)).

Draft Reports

When Program Evaluation Division staff request an agency review a preliminary draft report prepared by Program Evaluation Division staff, the preliminary draft report in the hands of the agency is confidential and is not a public record. N.C.G.S. 120-131.1(a1).

When an agency prepares a technical and formal response to a preliminary draft report prepared by Program Evaluation Division staff, the agency's responses are confidential and are not public record. N.C.G.S. 120-131.1(a1). According to N.C.G.S. 120-36.13, the agency's formal response becomes available to the public only when the report is offered to the Joint Legislative Program Evaluation Oversight Committee or another legislative committee. N.C.G.S. 120-131(b).