



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

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25 MSC 2408

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry Bradsher, Director
(919) 733-3055

February 7, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators and Supervisors

SUBJECT: Reporting Extensions

As outlined in the Work First Manual, Section 105A, VIII. C. Reporting Extensions, the North Carolina Department of Health and Human Services, Division of Social Services is charged with monitoring all Work First Extensions. County Department of Social Services must complete a report each month on the number of extensions requested, granted, and denied during the previous month. Counties are instructed to mail, e-mail or fax their report, in letter format, no later than the tenth of each month. Due to a recent change in staff location, the contact information for these extension reports has changed. The extension report letters should be addressed to:

Work First Extensions Reports
NC, Division of Social Services
Family Support Child Welfare Services Section
325 North Salisbury Street
2439 Mail Service Center
Raleigh, North Carolina 27699-2439
Fax: (919) 715-0766

If you wish to e-mail your report, please e-mail Delva Jones, at delva.jones@ncmail.net. For additional information, please contact your Work First Representative or Delva Jones at (919)715-3526.

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse Johnson, Chief
Family Support and Child Welfare Services

cc: Sherry Bradsher
Jo Ann Lamm
Sarah Barham
Family Support and Child Welfare Team Leaders
Work First Representatives

FSCWS-03-08