



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

325 North Salisbury Street • 2408 Mail Service Center  
Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

February 5, 2007

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Work First Program Administrators and Supervisors**

**SUBJECT: Work First Training Survey and Needs Assessment**

The Division is requesting your assistance in conducting a Work First Training Survey and Needs Assessment for your county during the month of February 2007. The Work First Training Survey is a document that has suggested training needs. The Needs Assessment is an opportunity for the Work First Staff to provide input to identify other training needs. The outcome from the Work First Training Survey and Needs Assessment will give us data to help identify what is deemed as priority in providing competency based training for the Work First Staff.

The following is a link to which each Work First Staff employee can submit their answers to the survey **on line** no later than February 28, 2007.

<http://www.ncdhhs.gov/dss/training/workfirst.htm>

Thanks for your valuable assistance. For additional information, you may contact your Work First Representative or Gretchen Williams at (919) 733-4622. Ms. Williams email address is Gretchen.Williams@ncmail.net.

Sincerely,

A handwritten signature in cursive script that reads "Esther T. High".

Esther T. High, Acting Chief  
Family Support and Child Welfare Section

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

**FSCWS-07-07**