



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

2408 Mail Service Center • Raleigh, North Carolina 27699-2408

Michael F. Easley, Governor
Dempsey Benton, Secretary

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

February 22, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators, Supervisors, and Staff

SUBJECT: Records Retention Schedule for Work First

In December of 2007, the Department of Health and Human Services Controller's Office published the DHHS Records Retention and Disposition Schedule for Grants. The schedule provides by funding source and State fiscal year the earliest date that records for the funding source can be destroyed. The purpose of this letter is to inform you **not to purge** any Work First Family Assistance case files beginning SFY 1998. The Work First program provides medical assistance benefits to recipients of Work First Family Assistance. As a result, we must use the most restrictive retention period based on the Division of Medical Assistance Programs. All financial and programmatic records, supporting documents, and all other pertinent documents for Work First Family Assistance must be retained from SFY 1998 through present.

If there are questions, please contact your Work First Representative.

Sincerely,

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

Charisse Johnson, Chief
Family Support and Child Welfare Services

CSJ/sdm

cc: Sherry Bradsher
JoAnn Lamm
Hank Bowers
Sarah Barham
Family Support and Child Welfare Team Leaders
Work First Representatives
Local Business Liaisons

FSCWS-09-08