



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

2409 Mail Services Center  
325 North Salisbury Street Raleigh, North Carolina 27699-2409  
Courier#56-20-25

Michael F. Easley, Jr., Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
(919) 733-3055

July 12, 2004

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: Work First Supervisors and Staff**

**SUBJECT: Mandated Federal Reporting for Race, Ethnicity and Language Preference**

Federal Regulations from the Federal Register for TANF and the Office of Budget and Management derived from the Office of Civil Rights provides new mandates for reporting Race, Ethnicity, and Language Preference for TANF, Medicaid, and Food Stamps participants, modifications are being made to the tracking systems of Eligibility Information System and the Common Name Data Service System. The Race, Ethnicity, and Language Preference modifications will apply across programs regardless of aid program/category. However, for services reported through the SIS system, the current 64 race/ethnicity codes used for the form DSS-5027 will continue unchanged.

The State Division of Information Resource Management has completed changes to the Common Name Data Services (CNDS) to collect, store, and display up to five race values, one ethnicity value, and one language preference value. On February 28, 2004, a successful conversion of race codes in CNDS was implemented in Phase I. These changes were necessary to be compliant with the new Federal mandates identified above.

The Eligibility Information System (EIS) will be modified to display race, ethnicity and language preference value(s) for each individual on specified screens. The scheduled implementation date for changes in EIS is August 9, 2004. The five multiple values for Race are:

Value	Description
<b>A</b>	Asian
<b>B</b>	Black or African American
<b>I</b>	American Indian or Alaska Native
<b>P</b>	Native Hawaiian or other Pacific Islander
<b>U</b>	Unreported
<b>W</b>	White

There are two categories defined for Ethnicity: Hispanic/ Latino and Non-Hispanic Latino. Due to the Federal mandates for ethnicity within the Division of Mental Health, additional ethnicity values are stored in Client Name Data Services. The valid values for Ethnicity are:

Value	Description
<b>C</b>	Cuban
<b>H</b>	Hispanic Other
<b>M</b>	Hispanic Mexican
<b>N</b>	Not Hispanic/ Latino
<b>P</b>	Hispanic Puerto Rican
<b>U</b>	Unreported

Title VI of the Civil Rights Act of 1964 mandates individuals that are recipients of funds from DHHS, with limited English proficiency, must have equal access to benefits and services. The valid values for Language Preference are:

Value	Description	Value	Description	Value	Description
AR	Arabic	CA	Cambodian	CH	Chinese
EN	English	FC	French Creole	FR	French
GE	German	GR	Greek	GU	Gujarati
HI	Hindi	HM	Hmong	HU	Hungarian
IT	Italian	JA	Japanese	KO	Korean
LA	Latin	MI	Miao	MK	Mon-Khmer
OT	Other	PC	Portuguese Creole	PE	Persian
PG	Portuguese	PO	Polish	RU	Russian
SC	Serbo-Croatian	SP	Spanish	TA	Tagalog
TH	Thai	UR	Urdu	VI	Vietnamese

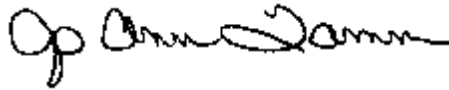
The Division of Social Services (Performance/Reporting Automation) and the Division of Medical Assistance (EIS) will be sending out system instructions with the changes to all affected screens in EIS for Race, Ethnicity, and Language Preference.

Please note that the new Documentation Workbook (DSS-8228) questions 1-11 lists each household member and has blanks labeled Race/Ethnicity. Please enter into these blanks the appropriate Race, Ethnicity and Language Preference as listed in this letter. A Dear County Director Letter dated July 12, 2004 introducing the new form DSS 8228 includes these same instructions for the new form.

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If you have any questions concerning this letter, please contact Tania Segers at (919) 733-4622.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Jo Ann Lamm, Program Administrator  
Family Support and Child Welfare Services Section

JAL: tms

cc: Pheon Beal  
Sherry Bradsher  
Sarah Barham  
Wilbert Morris  
Jane Smith  
Local Business Liaisons  
FSCWS Team Leaders  
Work First Program Representatives

*FSCWS-27-04*