



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

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

Michael F. Easley, Governor
Dempsey Benton, Secretary

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

October 10, 2008

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Administrators, Supervisors, and Staff

SUBJECT: Application Time Standards Chart for 2009

In a continuing effort to provide caseworkers with timesaving strategies, the Application Time Standards Chart for 2009 has been developed by the Division of Medical Assistance for caseworkers who work with Medicaid. However, Work First applications also serve as applications for Medicaid. This chart includes the calculated 13th, 45th, 60th and 90th calendar days for each day of the year in 2009. It also includes the sixth month date for each day. This chart may be utilized to determine the necessary application time standard rather than calculating each date manually.

This chart does not consider weekends and holidays in the 45th, 60th, and 90th day calculations. In order to determine the adjusted due date of an application, one must compare the due date listed on the chart to the calendar and your county holiday schedule. If the chart calculated due date falls on a weekend or county holiday, the adjusted due date is the next workday. The Adjusted Application Management Report in XPTR calculates and displays the adjusted due date.

We hope this information is beneficial. If you have any question, please contact your Work First Representative.

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic Services Section

DS:mih

Attachment

[APPLICATION TIME STANDARDS 2009.xls](#)

cc: Sherry Bradsher
Jo Ann Lamm
Hank Bowers
Work First Program Representatives

FSCWS-59-08