



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

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Michael F. Easley, Governor
Dempsey Benton, Secretary

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

January 11, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**SUBJECT: 2008 WORK FIRST INSTITUTE SPECIAL NOTICE
Director Day at the 2008 Work First Institute**

This letter is a special invitation for county Directors of Social Services to the second Work First Learning Institute and includes information about the number of participants from your county that we will be able to accommodate at the Institute. The Work First Institute will be held in Greensboro April 29 through May 1, 2008.

The NC Division of Social Services invites you to attend a unique opportunity to join with Division management and your fellow county Directors in focusing on recent changes to Work First and the challenges that we face in meeting the Work Participation rate. Although we encourage you to attend the entire three day Institute, we understand that may be difficult, given other demands on your time. Therefore, the second day of the Work First Institute (April 30, 2008) has been deemed *Director's Day*. In addition to the ongoing Institute activities for county participants, there will be special programming just for county Directors of Social Services. The day begins at 9:30 a.m. and will end at 5:00 p.m.

Division management will join with leadership from the North Carolina Association of County Directors of Social Services in leading discussions on participation rates, funding streams, TANF and other critical issues impacting your Work First program. Additionally, you will have an opportunity to hear about demonstration activities occurring across the state in county Work First programs.

We sincerely hope you will be able to attend at least this one day if you cannot attend the entire Institute. If you are driving from outside the immediate Greensboro area, we encourage you to arrive the evening before. We will make arrangements for your accommodations and cover your hotel room cost during all or part of the Institute. If your schedule does not allow you to attend this special event, please consider sending someone from your county to represent you in the Director Day portion of the Institute.

County Hotel & Participant Numbers

The Division is pleased to cover the cost of hotel rooms and the majority of meals for county DSS participants attending the 2008 Work First Learning Institute. In an effort to provide fair access to this three day intensive training, we have allocated the number of participant slots based on each county's Work First caseload size.

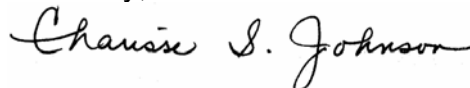
Attached is a document outlining the number of sleeping rooms we will be able to pay for your county. These rooms can accommodate double occupancy. Therefore, you may send the number of staff equal to the number of sleeping rooms we have allocated or up to double that number, depending on the number of staff you wish to send. Please note that the number of rooms allotted on the attached document is in addition to your sleeping room. Although we understand that individual situations may change between now and then, we ask that you to identify the staff members that you will send via the attached form so we may plan accordingly. Even if you are located in our around the Greensboro area, we encourage you and your staff to take advantage of our overnight accommodations, as there will be evening activities and we want everyone to have equal opportunity to enjoy the entire Institute experience.

If you would like to send more than your maximum allotment, please identify any others that you would like to be placed on a waiting list. After all counties have reported their numbers, we will allocate slots from the waiting list on a first come, first serve basis.

The numbers outlined in the attachment do not include a room for you should you be able to join us. We will pay for a sleeping room for county Directors in addition to what is listed in the attachment.

We hope that you will be able to join us for Director's Day and any other parts of the Institute that you wish to attend. We believe that you will find this opportunity to be very beneficial to you and your Work First staff. Please complete the attached response form and fax to 336-454-8522 by January 14, 2008. If you have any questions, please contact Ms. Gretchen Williams, Work First Policy Consultant/Trainer at 919-733-4622 or via e-mail at gretchen.williams@ncmail.net.

Sincerely,



Charisse Johnson, Chief
Family Support and Child Welfare Services

Attachment
[Participant Slots](#)

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

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