



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

2401 Mail Service Center • Raleigh, North Carolina 27699-2401
Courier # 56-20-25 Fax 919-733-9386

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

April 23, 2003

Dear County Director of Social Services:

SUBJECT: Monitoring Plan Revisions

In compliance with federal and Departmental requirements, the Division has revised its plan for monitoring programs and subrecipients. The plan builds on the existing monitoring activities already in place. You will be hearing about changes to the monitoring plan from your various program representatives soon. The purpose of this letter is to discuss one piece of the monitoring plan. That is the requirement to monitor fiscal controls. To do this in the most effective manner possible, the Division has revised and reinstated the self-assessment survey.

Every local DSS is required to complete a "Subrecipient Self-Assessment of Internal Controls and Risks" annually. This annual requirement may be waived up to 4 times from the receipt of the original provided the local agency 1) Scored in the low or medium risk category and 2) the agency Director signs a certification indicating that there have been no significant changes from the original self-assessment.

There will be a 3 year phase-in for getting all original self-assessments completed. This year, thirty four counties are scheduled to complete the self assessment. A list of the 34 counties is attached. Counties not on the attached list are not required to complete the self assessment at this time.

The survey is available at <http://www.dhhs.state.nc.us/dss/Monitoring/sa.htm>. Please download the assessment tool. You may either complete it by hand and mail the form as instructed on the web site, or complete the assessment electronically and email it to your Local Business Liaison. If you elect to complete the assessment electronically, you must print the signature page, sign it, and forward it to your Local Business Liaison following instructions on the web site. The completed survey is due to your assigned LBL by May 15, 2003.

If you have questions about the self assessment call your Local Business Liaison.

Sincerely,

A handwritten signature in cursive script that reads "Pheon E. Beal".

Pheon Beal

PB/lw

Schedule for County Self Assessments

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County	LBL	County	LBL
Alamance	Hugh Cole	Edgecombe	Sandra Wilson
Alexander	George Wilkinson	Graham	Pat Adcock
Alleghany	Judy Hopkins	Halifax	Hugh Cole
Anson	Jane Johnson	McDowell	George Wilkinson
Ashe	Judy Hopkins	Montgomery	Jane Johnson
Avery	George Wilkinson	New Hanover	Kathy Lockamy
Beaufort	Phil Lassister	Onslow	Phil Lassister
Bertie	Sandra Wilson	Pamlico	Phil Lassister
Bladen	Kathy Lockamy	Pasquotank	Sandra Wilson
Brunswick	Kathy Lockamy	Perquimans	Sandra Wilson
Buncombe	George Wilkinson	Robeson	Kathy Lockamy
Burke	George Wilkinson	Rutherford	Pat Adcock
Cabarrus	Jane Johnson	Stanly	Jane Johnson
Caldwell	George Wilkinson	Stokes	Jane Johnson
Camden	Sandra Wilson	Surry	Judy Hopkins
Caswell	Judy Hopkins	Swain	Pat Adcock
Columbus	Kathy Lockamy	Wake	Hugh Cole