



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

Pat McCrory
Governor

Richard O. Brajer
Secretary

Wayne E. Black
Division Director

February 3, 2016

Dear County Directors:

Attention: Food and Nutrition Services, Work First, Medical Assistance and Child Support Enforcement Security Officers

Re: The Work Number On-Line Employment and Income Verification Service

Program staff in county social service agencies access The Work Number's Express Service to validate applicant provided employment and income information. Certain individuals in each county agency have been given the role of "Web Manager" for their agency. A Web Manager has the ability to set up new users in the system, reset pin numbers and block users from accessing the service.

County security officers are now required to complete the attached Work Number Web Manager Access Request Form in order to add or remove an individual Web Manager's access.

If you have any questions, please contact me at David.Locklear@dhhs.nc.gov.

Sincerely,

A handwritten signature in cursive script that reads "David Locklear".

David Locklear, Chief
Economic and Family Services

Attachment (1)

EFS-FNSEP-03-2016

Economic and Family Services
www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6300 • Fax 919-334-1265

Location: Hargrove Building/Dix Campus • 820 S. Boylan Avenue • Raleigh, NC 27603

Mailing Address: 2420 Mail Service Center • Raleigh, NC 27699-2420

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