



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ECONOMIC & FAMILY SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR FOR SOCIAL SERVICES  
AND COUNTY OPERATIONS

March 17, 2017

Dear County Director of Social Services:

Re: Local Agency Employee Disaster Food and Nutrition Services Application List

United States Department of Agriculture (USDA) approved the North Carolina Waiver for Disaster Food and Nutrition Services following the 2016 Hurricane Matthew. As part of the waiver, the State will conduct a comprehensive review of all state and Social Services County employee disaster applications. The review findings will be included in the Post Disaster Review Report to be submitted to the USDA National Office.

To fulfill the reporting requirement for the review of County Social Services employees, we are asking each of the 45 counties authorized to take Hurricane Matthew Disaster FNS applications, to provide a list of all Social Services County employees who applied for disaster benefits. This list should be in Microsoft Excel format and include the employee's name, SSN and date of birth.

Since this list will contain Personally Identifiable Information (PII), the document MUST either be encrypted before attaching it to an email or provide the list in an encrypted email to Hank Bowers, Performance Management Section Chief, of the Division of Social Services at [Hank.Bowers@dhhs.nc.gov](mailto:Hank.Bowers@dhhs.nc.gov) no later March 22, 2017. Do not email any encryption passwords; call Mr. Bowers at 919-527-6265 to provide the password if necessary.

If you have questions, please contact Robin Register at 919-527-6268.

Sincerely,

A handwritten signature in black ink that reads "David Locklear".

David Locklear, Chief  
Economic and Family Services Section

CC: Hank Bowers, Section Chief, Performance Management/ Reporting Evaluation Management  
DL/kc  
**EFS-FNSEP-06-2017**