



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

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

April 6, 2017

**RE: Application Keyed Listing Report**

Dear County Director of Social Services:

Application Keyed Listing Report displays CIP applications pending longer than 48 hours. Policy states that all CIP applications are to be processed within 18-48 hours. Please review the Application Keyed Listing Report and dispose of the applications accordingly. A thorough review and cleanup of all reports in the Energy Program (EP) system should be completed no later than April 30, 2017 in preparation of the transition from the EP system to NCFAST.

If you have any questions, please call Mary Lea at 919-527-6320 or email [Mary.Lea@dhhs.nc.gov](mailto:Mary.Lea@dhhs.nc.gov).

Sincerely,

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

David Locklear, Chief  
Economic and Family Services

**EFS\_FNSEP\_07-2017**