



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

325 North Salisbury Street  
2420 Mail Service Center • Raleigh, North Carolina 27699-2420  
Courier # 56-20-25

Beverly Eaves Purdue, Governor  
Lanier M. Cansler, Secretary

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

May 31, 2011

**Re: Food and Nutrition Services (FNS)  
Employment and Training (E&T)  
Program Operating Plans**

**Dear County Director of Social Services:**

**Attention: Food and Nutrition Services Managers & Supervisors**

Economic and Family Services is requiring Employment and Training Plans for the 2011-2012 State Fiscal Year from the counties operating the Volunteer E&T Program. FNS staff and ESC E&T staff need to complete these plans together.

The E&T Operating Plan provides FNS and ESC staff with a strategy for working together to accomplish a successful Volunteer E&T Program. Each agency identifies the areas they are responsible for promoting within the E&T Program. In addition, the E&T Operating Plan can provide flexibility in the way DSS and ESC communicate, in some cases eliminating the use of certain E&T forms, such as the Referral and/or Information Transmittal forms.

Although submitting the E&T Operating Plan is the responsibility of the DSS, the overall process is a joint effort between the FNS and ESC E&T staff, the DSS Director, and the ESC Manager.

Please complete the FNS E&T Operating Plan and send to Economic and Family Services no later than Friday, June 24, 2011. The attachment can be saved as a word document and e-mailed with electronic signatures to [Kathy.Evans@dhhs.nc.gov](mailto:Kathy.Evans@dhhs.nc.gov) or faxed to her attention at (919) 334-1266. If you have questions about the plan, contact Kathy Evans at (919) 334-1075.

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief  
Economic and Family Services

DS/DL/ke  
Attachment

**EFS-FNSEP-12-2011**