



RICHARD O. BRAJER
Secretary

WAYNE E. BLACK
*Senior Director for Social Services
and County Operations*

October 7, 2016

Re: Food and Nutrition Services Employment and Training (FNS E&T) Management Evaluation (ME) Tentative Schedule

Dear County Director of Social Services:

**Attention: Food and Nutrition Services Administrators, Managers and Supervisors
Food and Nutrition Employment and Training Coordinators**

The primary purpose of the Food and Nutrition Services Employment and Training (FNS E&T) review is to determine the County's compliance with FNS E&T policy and the approved State plan. Food and Nutrition Services Employment and Training Program regulations require the state to conduct Management Evaluation Reviews in each participating county. The goal of the North Carolina Division of Social Services is to monitor all participating FNS E&T county providers and partners in Federal Fiscal Year 2017. A tentative schedule for FFY 2017 is attached for your information. This schedule is subject to change. An official notification will be sent to county Social Services Directors and FNS Managers along with a letter to each E&T partner at least 30 days prior to the scheduled evaluation with instructions.

The objectives of the review are to provide:

- A systematic method of monitoring and assessing program operations;
- A basis for counties to improve and strengthen program operations by identifying and correcting deficiencies; and
- A continuous flow of information between county, state and federal partners in order to develop solutions to problems in program policy and procedures.

In order to accomplish the objectives, the review of the local E&T provider will include the following nationwide priority areas:

- Volunteer eligibility
- Registration of ABAWDs, Non-ABAWDs, and Work Registrants
- DSS-8640 Work Requirements statement
- Monitoring participant reimbursements for allowable and necessary cost
- Timeliness of participant reimbursement
- ABAWD compliance
- Compliance with county's FNS E&T Plan of Action

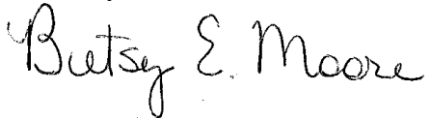


The review of local E&T partner(s) will include the following priority areas established:

- Communication/follow-up with volunteers
- Communication with local DSS
- Assessments completed thoroughly to include
 - Work history
 - Educational background
 - Criminal history
 - Barriers to employment
- Component placement is appropriate for volunteer based on assessment
- Services provided according to Plan of Action and/or sub-contract
- Participant reimbursements will be monitored for allowable and necessary cost, if applicable to your agency

If you have any questions, please contact the Food and Nutrition Services Employment and Training Program Consultant, Nicola Allen, via email at nicola.allen@dhhs.nc.gov.

Sincerely,



Betsy Moore, Assistant Section Chief
Economic and Family Services

Attachment (1)

[FNS E&T ME Tentative Schedule](#)

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