



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 Perdue, Governor
Lanier M. Cansler, Secretary

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

August 23, 2011

Dear County Director of Social Services:

Attention: Food and Nutrition Services Managers & Supervisors

Subject: Second Party Review Spreadsheet

During the March trainings, many of the attending counties expressed interest in the State developing a second party review document as a means to assist in improving accuracy rates. As a result of that request, a second party spreadsheet has been developed that those counties currently without a tool or those counties that wish to switch over to the State form may start using upon receipt. The document "2nd Party Review Spreadsheets" has six separate spreadsheets that can be used depending on your county's need. There is a full 2nd party review spreadsheet for Active actions, a full 2nd party review spreadsheet for Negative actions, and a targeted 2nd party review spreadsheet for each of the following areas: Income, Income Deductions, Timeliness & Appointments, HH Comp & Size & Disq & Ineligible.

If you have any questions, contact your Food and Nutrition Services and Energy Programs Regional Support Team directly via email.

Sincerely,

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

Dean Simpson, Chief
Economic and Family Services Section

DS/sd

Attachment

EFS-FNSEP-22-2011