



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
DIRECTOR

February 21, 2018

Dear County Director of Social Services

**Attention: Medicaid, Food and Nutrition Services, Work First Administrators, Managers and Supervisors**

**Subject: Refugee Assistance Policy Question Submission Form**

Effective March 21, 2018, the Division is changing the method of communication with the Refugee Assistance Program under the Economic and Family Services Section. The method in which staff can submit policy questions has been revised.

The current process requires staff to submit policy questions directly to Clarissa Gunter, Refugee Program Consultant. In an effort to streamline communications regarding the submission of policy questions, staff will submit all policy questions pertaining to Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) to the Division's policy question email account at [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov). The Refugee Assistance Program has also created a Refugee Assistance Policy Question Submission Form to be utilized when submitting policy questions. This form is located in the Integrated Eligibility Manual (IEG) and is also attached for your convenience.

If you have questions about the new process, please contact Lynne Little, Refugee Program Coordinator, at 919-527-6303.

Sincerely,

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

David Locklear, Deputy Director

Attachment (1)

[Refugee Assistance Policy Question Submission Form](#)

EFS-RA-02-2018

[WWW.NCDHHS.GOV](http://WWW.NCDHHS.GOV)

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