



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

March 2, 2009

Dear County Directors of Social Services:

Attention: Work First Program Managers and Supervisors

Re: Office of Civil Rights Training Tools

The Division of Social Services and County Departments of Social Services must make reasonable efforts to comply with Federal civil rights laws and more effectively serve Work First applicants and recipients with disabilities. The Work First program must provide: (a) access by delivering services that are appropriate in view of the individual's particular physical or mental impairment; and (b) an equal opportunity to benefit from the programs, education, skills training, employment, and other Work First activities.

If there is an initial indication that an individual has a disability that may impact his/her ability to successfully complete or benefit from a current or proposed program assignment, the Work First program should give the individual an opportunity for a more comprehensive assessment. Each individual with a disability must be afforded the opportunity to participate in or benefit from services in the Work First Program. Individuals with disabilities should receive an individualized assessment of his/her skills, which guides the development of the plan for program participation.

Local Work First programs have made significant strides in recognizing and accommodating individuals with disabilities. To further assist with these efforts the following training tools are available on through the Office of Civil Rights.

- OCR TANF Related Training: [*"Ignorance of Disability is No Excuse: Screening TANF Customers for Hidden Disabilities to Ensure Equal Opportunity"*](#), presented at the 2007 National Equal Opportunity Professional Development Forum, U.S. Department of Labor.
- [*Video Presentation: OCR Guidance on TANF and Disability*](#)

Should you need any further information, please contact Carlotta Dixon, NCDSS Title VI/LEP Compliance Coordinator at 919-733-3055 or via email at Carlotta.Dixon@ncmail.net.

Sincerely,

Handwritten signature of Carlotta Dixon in cursive.

Carlotta Dixon, NCDSS Title VI/LEP Compliance Coordinator

Handwritten signature of Sara Mims in cursive.

Sara Mims, Assistant Chief
Economic and Family Services Section - Work First