



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 3, 2009

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Managers and Supervisors

SUBJECT: Work First Family Assistance Keying Deadline

County departments of social services have often requested a Work First Family Assistance (WFFA) keying deadline chart. Some Work First Representatives have been developing keying deadline charts and sharing with counties. Based on the requests from counties, the Division will begin providing a keying deadline chart to all counties on an annual basis.

The WFFA Keying Deadline Chart is attached for the 2009 Calendar Year. The chart is based on the state holiday schedule. For counties that do not follow the state holiday schedule, the county will have to adjust the chart accordingly.

Please contact your Work First Representative, if you have any questions.

Sincerely

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

Dean Simpson, Chief
Economic and Family Services Section

Attachment: Keying Deadline Chart

cc: Sherry Bradsher
Sarah Barham
Hank Bowers
Sara Mims
Work First Representatives

EFS-WF-06-2009