



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ECONOMIC & FAMILY SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR FOR SOCIAL SERVICES  
AND COUNTY OPERATIONS

August 16, 2017

Dear County Directors of Social Services

Attention: Work First Program Administrators, Managers and Supervisors

Subject: Work First Program Compliance Monitoring

The Federal Office of Management and Budget Circular A-133 requires pass-through entities to monitor their sub-recipients' use of federal funds for the Work First Program. Monitoring is conducted to ensure reasonable compliance with federal program laws and regulations. The process also confirms the provision of contracts or grants and works to establish that performance goals are being achieved. The frequency of the monitoring process is annually for large counties and every three years for medium and small counties. The large counties for the Work First Program are: Cumberland, Forsyth, Guilford, Mecklenburg, Robeson, and Wake. All other counties are identified as medium or small counties.

The objectives of Work First Program Compliance Monitoring are to provide:

- A systematic method of 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 to develop solutions to problems in program policies and procedures.

Work First Program Compliance Monitoring consists of four program categories; Work First Cash Assistance, Work First Employment Services, Services at or below 200% of the Poverty Level and Child Support Non-Cooperation Sanctions. At least 30 days prior to the monitoring visit, detailed instructions and guidance will be emailed to the designated county. The cases selected for the monitoring will also be sent with this information. Attached you will find two documents: 2017-2018 Tentative Monitoring Schedule and Frequently Cited Work First Monitoring Findings from SFY 2016-2017.

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If you have questions, please contact [Sheila.Justice@dhhs.nc.gov](mailto:Sheila.Justice@dhhs.nc.gov) (919) 527-6328 or [Adrienne.Rice@dhhs.nc.gov](mailto:Adrienne.Rice@dhhs.nc.gov) (336) 708-0149.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Locklear, Chief  
Economic and Family Services

(2) Attachments:

[SFY 2017 – 2018 Tentative Monitoring Schedule](#)  
[Work First Monitoring Findings](#)

**EFS-WF-09-2017**