



North Carolina Department of Health and Human Services Division of Social Services

Beverly Eaves Perdue, Governor
Albert A. Delia, Acting Secretary

Sherry S. Bradsher, Director

Economic and Family Services
2420 Mail Service Center
Raleigh, NC 27699-2420
(919) 334-1224

April 27, 2012

Dear County Director of Social Services:

Attention: Work First Program Administrators and Supervisors

Subject: County Responsibility to Complete TANF Data Collection System Data Verification Queries

In accordance with the Division of Social Services Work Verification Plan resulting from the Deficit Reduction Act of 2005, the Division developed queries for use by county departments of social services to ensure the data in the TANF Data Collection (TDC) System is documented and entered accurately. These queries were made available for county use on April 3, 2009. Since that time, the Work First Program Consultants have also utilized these queries to validate the data keyed by counties monthly. The queries can be located in the Client Services Data Warehouse in the TANF Data Collection State Sanctioned folder. The queries were designed with the expectation that county Work First supervisors check their county's data entry into the TDC system for accuracy monthly prior to the keying deadline.

Based on reports, a significant number of counties are not utilizing the queries as required.

The queries are updated daily allowing counties to review the data prior to the monthly data entry deadline. In order for the queries to work as intended, counties are to complete their sample cases no later than the last work day prior to the keying deadline allowing the system to update overnight before the queries can be run the following date. This allows the county the ability to access the sample to make the necessary corrections before the sample is locked. Instructions can also be found in Work First User's Manual Section 1600.10 with details of the queries in each subfolder of the TANF Data Collection State Sanctioned folder.

It is critical that county staff complete the queries as expected and make any necessary corrections monthly. Thank you for your cooperation, especially at a time when access to

resources presents challenges for everyone. Your hard work and commitment to the citizens in your county is appreciated.

Sincerely,

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

Dean Simpson, Chief
Economic and Family Services

DS/wdr

Cc: Sherry Bradsher
Jack Rogers
Hank Bowers
Robin Register
Kevin Kelley
Work First Local Support
Children's Services Representatives
Local Business Liaisons

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