



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

June 7, 2010

Dear County Director of Social Services:

Attention: Work First Program Administrators, Supervisors and Staff

Subject: Americans with Disabilities Act Compliance and Documentation for Work First

The Division is pleased to announce a training opportunity for county Work First staff. The purpose of this training is to assist Work First staff in improving their knowledge and skills. This one-day training will provide an overview of the Americans with Disabilities Act (ADA) and introduce the new learning disabilities screening tool. The training will also provide guidance on proper documentation in case records. The training is relevant for both eligibility and employment services staff. You will find a list of the dates and locations below. All training sessions are scheduled from 9am-4pm. There is no registration fee for this training.

Date	County	Location
July 13	Martin	Martin Community College 1161 Kehukee Park Road Williamston, NC 27892-4425 Building 1, Room 14
July 13	Cabarrus	Cabarrus County DSS 1303 S. Cannon Blvd. Kannapolis, NC 28083 Human Services Auditorium
July 14 & 15	Mecklenburg	Mecklenburg County DSS Wallace H. Kuralt Centre 301 Billingsley Rd Charlotte, NC 28222 Meeting Rooms A & B
July 15	Halifax	Halifax County DSS 4421 Hwy 301 Halifax, NC 27839
July 20	Harnett	Harnett County DSS 311 Cornelius Harnett Blvd Lillington, NC 27546
July 21	Catawba	Catawba County DSS 3030 11 th Avenue Drive SE Hickory, NC 28602
July 22	Duplin	Lois G. Britt Agriculture Center Hwy 11 South Kenansville, NC 28349 Ed Emory Auditorium

July 27 & 28	Wake	The Quorum Center 323 W Jones St. Raleigh, NC 27603-1365 Conference Center, lobby level
August 10& 11	Cumberland	Cumberland County DSS 1225 Ramsey Street Fayetteville, NC 28302 Conference Room D, First Floor
August 26	Richmond	Richmond County DSS 125 Caroline Street Rockingham, NC 28379
August 26	New Hanover	New Hanover Government Center 230 Government Center Dr. Wilmington, NC Human Resources Suite 135, Training Room A
September 8 & 9	Forsyth	Forsyth County DSS 741 N. Highland Avenue Winston-Salem, NC 27101
September 14	Jackson	Jackson County DSS 15 Griffin Street Sylva, NC 28779
September 15	McDowell	McDowell Technical Community College 54 College Drive Marion, NC 28752

Please complete the attached registration form and email to Elaine Douglas at Elaine.douglas@dhhs.nc.gov or fax to (919) 334-1266 by Friday, July 2, 2010. If you have any questions regarding the training calendar or registration, please contact your Work First Program Consultant.

Sincerely,



Dean Simpson, Chief
Economic and Family Services Section

DS/kha
EFS-WF-20-2010

Attachment:
Registration Form

cc: Sherry Bradsher
Jack Rogers
Sarah Barham
Hank Bowers
Charisse Johnson
Work First Local Support
Local Business Liaisons