

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

2420 Mail Service Center • Raleigh, North Carolina 27699-2420

Beverly Eaves Purdue, Governor
Albert A Delia, Acting, Secretary

Sherry S. Bradsher, Director
(919) 527-6300

October 17, 2012

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Managers and Supervisors

SUBJECT: National Directory of New Hire Annual Compliance Monitoring

Due to the temporary assignment of the Work First Program Consultants (WFPC) staff to the NCFAST project, the WFPC's will not be able to complete the Annual Compliance Monitoring for the National Directory of New Hire (NDNH) for FFY 2012-2013. Therefore, county staff must be utilized to complete this process. It is recommended that in each local DSS office, an Income Maintenance Manager/Administrator conducts the annual compliance monitoring with the County Security Officer.

The forms needed to complete this process are as follows:

- [Agreement to Safeguard Confidential Data](#)
- Report of Internal Inspection on National Directory of New Hire Data Match (Attachment)

The annual compliance monitoring **must** occur between October 1, 2012 and September 30, 2013.

Please follow the process listed below:

1. Conduct the NDNH annual Security Awareness training with all Work First staff who access and/or view NDNH data (electronic or paper files) by reviewing [Work First 140 – Automated Inquiry and Match Procedures](#) and [Work First Admin. Letters](#). **Each staff member who meets these criteria must sign a new Agreement to Safeguard Confidential Data for FFY 2012-2013.** The County Security Officer will need to **retain** the signed originals on file at the local department of social services. Ensure that these forms are available for review upon request.
2. The Manager or County Security Officer **must** complete the Report of Internal Inspection on National Directory of New Hire Data Match.
3. The Manager or County Security Officer must then scan and email the completed Report of Internal Inspection on National Directory of New Hire Data Match to workfirst.support@dhhs.nc.gov. The form should list all staff members who have received the Security Awareness training since the last annual training.

4. **Mail the signed original** Report of Internal Inspection on National Directory of New Hire Data Match with the list of employees to Economic and Family Services Section, Work First Policy, 2420 Mail Service Center, Raleigh, NC 27699-2420 to be placed on file at the Division.

The annual training and submission of the Report of Internal Inspection on National Directory of New Hire Data Match **must be completed by October 1, 2013.**

Please contact workfirst.support@dhhs.nc.gov if you have any questions.

Sincerely



Dean Simpson, Chief
Economic and Family Services Section

DS/wdr/sdm

Attachment: Report of Internal Inspection on National Directory of New Hire Data Match

cc: Work First Program Consultants
Work First Policy Consultants

EFS-WF-25-2012