

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

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

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

December 15, 2009

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Managers and Supervisors

SUBJECT: Work First Family Assistance 2010 Keying Deadline

In our continuing efforts to provide Work First staff with timesaving strategies, WFFA has published a 2010 Keying Deadline Chart. The chart is based on the state holiday schedule. For counties that do not follow the state holiday schedule, the county will need to adjust the chart accordingly. In addition, counties affected by furlough days in which the entire local DSS office is closed, the county will need to adjust the chart accordingly.

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

Sincerely



Dean Simpson, Chief
Economic and Family Services Section

DS/wr/mih
Attachment:
EFS-WF-39-2009

cc: Sherry Bradsher
Jack Rogers
Hank Bowers
Child Welfare Services Team Leaders
Children's Services Program Representatives
Work First Program Representatives

2010 KEYING DEADLINE DATES

AUTO 10-DAY NOTICE	MANUAL 10-DAY NOTICE	10th WORKDAY OF THE MONTH FOR WFB CASES	1ST QR DEADLINE (N/A TO WFB CASES)	2ND QR DEADLINE (N/A TO WFB CASES)	REGULAR RUN	ACCEPT NEXT MONTHS WORK
1/7/2010	1/8/2010	1/15/2010	1/8/2010	1/20/2010	1/26/2010	1/27/2010
2/5/2010	2/8/2010	2/12/2010	2/8/2010	2/23/2010	2/23/2010	2/24/2010
3/10/2010	3/11/2010	3/12/2010	3/8/2010	3/26/2010	3/26/2010	3/29/2010
4/9/2010	4/12/2010	4/15/2010	4/9/2010	4/27/2010	4/27/2010	4/28/2010
5/7/2010	5/10/2010	5/14/2010	5/10/2010	5/25/2010	5/25/2010	5/26/2010
6/9/2010	6/10/2010	6/14/2010	6/7/2010	6/25/2010	6/25/2010	6/28/2010
7/9/2010	7/12/2010	7/15/2010	7/9/2010	7/27/2010	7/27/2010	7/28/2010
8/10/2010	8/11/2010	8/13/2010	8/9/2010	8/26/2010	8/26/2010	8/27/2010
9/9/2010	9/10/2010	9/15/2010	9/8/2010	9/27/2010	9/27/2010	9/28/2010
10/8/2010	10/11/2010	10/14/2010	10/11/2010	10/26/2010	10/26/2010	10/27/2010
11/4/2010	11/5/2010	11/15/2010	11/8/2010	11/23/2010	11/23/2010	11/24/2010
12/7/2010	12/8/2010	12/14/2010	12/6/2010	12/23/2010	12/23/2010	12/28/2010