



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

Economic Independence Section • 325 North Salisbury Street  
2420 Mail Service Center • Raleigh, North Carolina 27699-2420  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Buell, Secretary

Pheon E. Beal, Director  
(919) 733-3055

January 16, 2002

### **Re: Work First Immigrant Access to Public Benefits**

Dear County Director of Social Services:

In order to improve immigrant access to public benefits throughout the Southeastern United States, the Office for Civil Rights of the United States Department of Health and Human Services, Region IV (OCR-HHS), and the Office for Civil Rights of the United States Department of Agriculture, Southeast Region (OCR-USDA), will be working collaboratively to eliminate barriers to immigrants. Each office is conducting a separate review; however, they will be sharing information.

As a part of this review, we have been asked to submit copies of materials used during the application and review process for Work First. We will submit all state-produced forms; however, we are required to submit **all** forms used by counties. Therefore, we are asking that you submit to us the following county-produced materials:

- All applications or forms that must be completed by, or on behalf of, applicants for Work First Family Assistance (WFFA).
- All letters or forms used to assist in the scheduling of intake appointments after an application has been submitted.
- All review letters or notices sent to recipients of WFFA.
- All applications or forms that must be completed by, or on behalf of, people during the review process for WFFA.

If county forms currently being used by your agency have been translated into Spanish, please submit a copy of both the English and Spanish versions. Also, please submit any state forms you have had translated to Spanish. Please note on the form the state form number.

If your county does not utilize any county-produced forms for Work First, please send a response indicating as such.

Please submit the above requested information no later than February 15, 2002 to:

NC Division of Social Services  
Attention: Gale Bullard  
Economic Independence Section  
325 N. Salisbury St.  
2420 Mail Service Center  
Raleigh, NC 27699-2420  
Courier # 56-20-25

Thank you for your cooperation.

Sincerely,

Wilbert R. Morris, Chief  
Economic Independence Section

GB/bh  
**EI-2-2002**