



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

2401 Mail Service Center • Raleigh, North Carolina 27699-2401
Courier # 56-20-25 Fax 919-733-9386

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

October 15, 2003

Dear County Director of Social Services:

Attention: Food Stamp Supervisors

The NCSES 2624 and 2625 forms are used to transmit information about Food Stamp Employment and Training participants to and from the local Employment Security Commission (ESC). The forms are paper documents that are handwritten and carried or mailed to the local ESC office to communicate work registration status.

Both the NCSES 2624 and 2625 are now available in electronic version. The forms are interactive and can be completed on-line and emailed to the E&T Consultant at the local ESC office.

To access the forms, go to <http://info.dhhs.state.nc.us/olm/forms/dss/>. The forms will be located under ESC 2624 and ESC 2625.

Please contact your local ESC E&T Consultant to develop procedures for transmitting the forms to their office. ESC staff has the capability to receive and email forms back to the DSS. Since all DSS caseworkers may not have access to a computer, this is not a requirement for all counties. It will be a time and money saver for those staff that have access to email.

If you have any questions or concerns, feel free to contact David Prince, E&T Coordinator at 919-733-4570.

Sincerely,

Jane Schwartz, Chief
Economic Services

cc: Diane Smith, ESC
FAEP-04-2003