



## 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

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

September 15, 2004

Dear County Director of Social Services:

Re: Civil Rights Assurance

The Division of Social Services is a major recipient of Federal financial assistance from the United States Departments of Health and Human Services and Agriculture and must comply with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972. Collectively this legislation requires equal treatment of all applicants and recipients of our programs and services without regard to race, color, national origin, age, gender, religion, political beliefs or disability.

As agents for the Division, each county department of social services is responsible for ensuring staff compliance with all civil rights requirements. Among the strategies used to accomplish this include a review of applicable laws as part of new employee orientation and holding an annual training activity for this purpose including maintaining a listing of all staff who participate.

Each county department must also submit a periodic Civil Rights Compliance Agreement to be maintained in the state office. The Agreement may be used in civil rights reviews conducted by federal and state auditors to confirm your understanding of the compliance requirements. Please sign and return the attached Agreement by September 30, 2004, to:

Carlotta Dixon  
Division of Social Services  
2420 Mail Service Center  
325 N. Salisbury St.  
Raleigh, N. C. 27699-2420  
Courier #56-20-25

If you have any questions, please contact Carlotta Dixon at (919) 733-3055.

Sincerely,

Pheon E. Beal

**FAEP-14-2004**