



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

July 20, 2005

Dear County Director of Social Services:

Re: New Option for Transmitting
Reports to Economic Services

In an effort to provide better service to counties, the Economic Services Section has developed an email account for the purpose of receiving official reports and tracking responses to requests for information. This account can allow your staff to submit reports quicker and lessen the risk of mail loss or failure to successfully transmit using the fax machine. The email account name is Economic.Services.Reports@ncmail.net. Effective immediately, you may use this method to submit requested reports to Economic Services that are required on a monthly, quarterly, or annual basis. Many report documents are accessible using links in the program manuals, including but not limited to:

- LIEAP Application Taking and Outreach Plan
- Quarterly report of Suspected IPV Claims on the DSS-8648
- Project Share, Share the Warmth and Wake Electric Assisted Households Reports

Several staff in Economic Services have access to the account, so it will be important to accurately describe the purpose of your email in the subject line. For example, if you choose to submit via email the LIEAP Plan due August 1, enter LIEAP Plan or Alamance Energy Plan in the subject line and attach the plan document to the email. Some information may be sent in narrative form without an attachment, such as the number of participants in an ABAWD Services Program for a specific month. You may want to use the return receipt feature on your email, if available, to ensure that your message was received and opened.

We hope this option for providing reports will prove useful. If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

A handwritten signature in cursive script that reads "Jane Schwartz".

Jane Schwartz, Chief
Economic Services Section

FAEP-14-2005