



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

Re: Employment and Training Reports
Available Online

Dear County Director of Social Services:

Good news! The monthly Food Stamp Employment and Training (E&T) report and the E&T County to State Comparison Report are now online. The reports can be accessed at <http://www.dhhs.state.nc.us/dss>. The reports were placed online in order to facilitate quicker receipt by county staff and to allow online access by Employment Security Commission staff and the NC Community College System staff. The reports are normally available by the 15th of each month for the previous month.

To access the report for review and printing, go the website and follow this procedure:

1. Click on the Statistics and Review bar on the left.
2. Click on the Food Stamp Program bar on the top right.
3. Click on the report month you wish to review.
4. Scroll down to your county s data, or
5. Click Search on the task bar and enter your county name in the dialog box.
6. The report page numbers appear at the bottom of the screen. Take note of the pages you wish to print.
7. To print, click on File, then choose Print from the menu.
8. In the Print Range section, click on the button to print Pages from and to. Enter the specific page numbers to print.
9. Click on the box for Choose paper source by PDF page size.
10. Legal size paper (81/2X14) is needed to print.
11. Click OK to print.

Changes are planned to the E&T report in order to capture all work registrants, especially Able Bodied Adults Without Dependents (ABAWDS). This will make the totals on the reports more accurate. This report is also scheduled to be available in NCXPTR very soon.

If you have any questions regarding this letter, please feel free to contact David Prince at 919-755-4570.

Sincerely,

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

Jane Schwartz, Chief
Economic Services Section

FAEP-15-2005

cc: Diane G. Smith, ESC
Martita Williams, NCCCS