



North Carolina Department of Health and Human Services
Division of Information Resource Management
North Carolina Families Accessing Services through Technology (NC FAST) Project
2029 Mail Service Center • Raleigh, North Carolina 27699-2029
Telephone: 919-855-3298 • Facsimile: 919-715-0744

Michael F. Easley, Governor
Dempsey E. Benton, Secretary

Karen Tomczak, Director
Bonnie Knowles, Project Director

December 17, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

Subject: NC FAST Point Of Contact (POC) and Back-Up POC

The purpose of this letter is to ask you to designate a NC FAST Point Of Contact (POC) and back-up POC for your agency.

As part of our plan to implement NC FAST, we will be building a profile of your agency. The profile will address every business and technical environment to be impacted by the implementation of NC FAST. The first step in building your agency's profile is for you to designate a key member of your staff as your agency's NC FAST POC, plus a back-up POC to act in the absence of the POC.

When we contact your NC FAST POC, we will state our business and ask the POC to put us in touch with the "right" person in your agency to handle that matter. For instance, we will be asking you questions concerning infrastructure, staffing, program administration, etc. Although you have specific staff assigned to the various programs and areas in your agency, please designate a POC and a back-up POC who will be available to provide information pertaining to your agency.

To that end, please complete the attached form and fax it to Mark Barnhart of my staff by close of business, Wednesday, January 2, 2008.

Thank you for your attention to this matter. By all means, if you have questions, please feel free to call.

Sincerely,

A handwritten signature in blue ink that reads "Bonnie Knowles".

Bonnie Knowles

MWB
Attachment

C: Tom Bennett, Directors' Association
Rebecca Troutman, County Commissioners' Association

NC FAST Point Of Contact (POC) and Back-Up POC Designations

Date: _____, 200_

To Mark Barnhart, Implementation Manager, NC FAST Project

I designate _____ as the NC FAST POC for this agency. I designate _____ as the back-up NC FAST POC for this agency.

Signed,

Director, _____ County Department of Social Services

1. POC's direct telephone number, including extension, if any:

(____) _____ - _____

POC's preferred fax number: (____) _____ - _____

POC's e-mail address:

2. Back-up POC's direct telephone number, including extension, if any:

(____) _____ - _____

Back-up POC's preferred fax number: (____) _____ - _____

Back-up POC's e-mail address:

3. Agency's Courier Mail routing number (format XX-XX-XX):

_____ - _____ - _____

Thank you for sharing this information. Please fax your completed form by close of business, Wednesday, January 2, 2008 to Mark Barnhart at (919) 715-0744.