



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

Economic Independence Section • 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

June 23, 2005

(CORRECTED COPY)

**RE: Application Time Standards
Chart For 2006**

Dear County Director of Social Services:

Attention: Work First Supervisors

Attached is a copy of the Application Time Standards Chart for 2006. The chart includes the calculated 13th, 45th, 60th, and 90th calendar day for each day of the year in 2006. It also includes the 6th month date for each day. Caseworkers who work with Work First and Medicaid applications may utilize this chart to determine the necessary application time standards rather than calculating each date manually.

This chart does not consider weekends and holidays in the 45th, 60th, and 90th day calculations. To determine the adjusted due date of an application, compare the due date listed on the chart to the calendar and your county holiday schedule. **If the calculated due date falls on a non-workday, the adjusted due date for the Work First application is the last workday prior to the 45th calendar day.** The Adjusted Application Management Report in NCXPTR calculates and displays the adjusted due date.

We hope this chart is beneficial. If you have any questions regarding this information, please contact your Work First Representative.

Sincerely,

A handwritten signature in cursive script that reads "Hank Bowers".

Hank Bowers, Chief
Performance Reporting & Automation Section

HB/abs
Attachment

PM-PRA-5-2005