



*Richard O. Brajer*  
*Secretary*

*Wayne E. Black*  
*Director*

August 12, 2016

**RE: County Holiday Schedule**

Dear County Director of Social Services:

Please indicate on the attached sheet your county's holidays or days your agency will be closed **all day** for business from January 1, 2017 through December 31, 2017. This information is critical to ensure automated notices to recipients reflect the correct ten business days for the appeal period. Once automated notices are mailed with calculated appeal dates, the State cannot retroactively change county holiday schedules. Changes to the holiday schedule must be submitted to the State DSS thirty (30) calendar days prior to the requested day to be changed. This will ensure that dates for automated notices and application reports are calculated correctly. Please fax the completed attachment to Iesha Rogers at (919) 527-6270 or email to [Iesha.Rogers@dhhs.nc.gov](mailto:Iesha.Rogers@dhhs.nc.gov) by September 30, 2016.

Some counties are unable to comply within the requested time frame because holidays have not been approved by their county commissioners. If this is the case, please indicate by September 30, 2016, when this information will be made available. The State holiday schedule will be used for your county until the county's holiday schedule is received. For your convenience, the holiday schedule for the State Office is attached.

Thank you for your cooperation in this matter. If you have any questions, please contact Iesha Rogers at (919) 527-6270.

Sincerely,

Thelma Hassell, Supervisor  
Information Support Unit  
Performance Mgmt/Reporting & Evaluation

Mgmt Section

TH/ir  
Attachments  
**PM-REM-01-2016**





Richard O. Brajer  
Secretary

Wayne E. Black  
Director

COUNTY \_\_\_\_\_

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM  
JANUARY 1, 2017 THROUGH DECEMBER 31, 2017**

Please list each date separately. Give month and day.

**HOLIDAY**

**MONTH AND DAY**

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Please fax by September 30, 2016 to:

Iesha Rogers  
NC Department of Health and  
Human Services  
Program Consultant II, Division of  
Social Services  
(919)527-6270 - Office  
(919)334-1052 - Fax  
[Iesha.Rogers@dhhs.nc.gov](mailto:Iesha.Rogers@dhhs.nc.gov)  
[www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)





Social Services  
HEALTH AND HUMAN SERVICES

Richard O. Brajer  
*Secretary*

Wayne E. Black  
*Director*

**NC Department of Health and Human Services  
2017 Holiday Schedule**

<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 2, 2017	Monday
Martin Luther King Jr.'s Birthday	January 16, 2017	Monday
Good Friday	April 14, 2017	Friday
Memorial Day	May 29, 2017	Monday
Independence Day	July 4, 2017	Tuesday
Labor Day	September 4, 2017	Monday
Veteran's Day	November 10, 2017	Friday
Thanksgiving	November 23 & 24, 2017	Thursday & Friday
Christmas	December 25, 26, & 27, 2017	Monday, Tuesday, & Wednesday

