



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
SR. DIRECTOR OF SOCIAL SERVICES
AND COUNTY OPERATIONS

July 13, 2017

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, 2018 through December 31, 2018. 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 by September 30, 2017.

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, 2017, 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 State holiday schedule is attached.

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

Sincerely,

Robin Register, Assistant Chief
Performance Management/Reporting and Evaluation
Management

RR/ir

Attachments

PM-REM-01-2017

WWW.NCDHHS.GOV
TEL 919-527-6270 • FAX 919-334-1052
LOCATION: 820 S. BOYLAN AVE. • HARGROVE BUILDING • RALEIGH, NC 27603
MAILING ADDRESS: 2415 MAIL SERVICE CENTER • RALEIGH, NC 27699-2420
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

COUNTY _____

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM
JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

Please list each date separately. Give month and day.

HOLIDAY

MONTH AND DAY

Please fax by September 30, 2017 to:

Iesha Rogers
NC Department of Health and Human Services
Division of Social Services
(919) 527-6270 - Office
(919) 334-1052 - Fax
Iesha.Rogers@dhhs.nc.gov
www.ncdhhs.gov/dss

**NC Department of Health and Human Services
2018 Holiday Schedule**

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2018	Monday
Martin Luther King, Jr. Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veterans Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday & Friday
Christmas	December 24, 25 & 26, 2018	Monday, Tuesday & Wednesday