



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
WAYNE E. BLACK • Director

October 3, 2018

Subject: County Holiday Schedule

Dear County Directors 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, 2019 through December 31, 2019. 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 DSS Information Support, ATTN: Gwen Minter at (919) 334-1052 or email to DHHS.DSS.Automation@dhhs.nc.gov by November 30, 2018.

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 November 30, 2018, 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 Gwen Minter with Information Support at (919) 527-6270.

Sincerely,

Shauna Shaw, Chief
Performance Management

Attachments

PM-REM-01-2018

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, Hargrove Building, Raleigh, NC 27603
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**NC Department of Health and Human Services
2019 Holiday Schedule**

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2019	Tuesday
Martin Luther King, Jr. Birthday	January 21, 2019	Monday
Good Friday	April 19, 2019	Friday
Memorial Day	May 27, 2019	Monday
Independence Day	July 4, 2019	Thursday
Labor Day	September 2, 2019	Monday
Veterans Day	November 11, 2019	Monday
Thanksgiving	November 28 & 29, 2019	Thursday & Friday
Christmas	December 24, 25 & 26, 2019	Tuesday, Wednesday & Thursday