



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

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
  
Wayne E. Black  
Division Director

July 24, 2013

**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, 2014 through December 31, 2014. 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) 334-1052 or email to [iesha.rogers@dhhs.nc.gov](mailto:iesha.rogers@dhhs.nc.gov) by August 31, 2013.

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 August 31, 2013, 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,

A handwritten signature in cursive script that reads "Thelma Hassell".

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

TH/ir  
Attachments  
**PM-REM-04-2013**

COUNTY \_\_\_\_\_

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM  
JANUARY 1, 2014 THROUGH DECEMBER 31, 2014**

Please list each date separately. Give month and day.

**HOLIDAY**

**MONTH AND DAY**

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Please fax by August 31, 2013 to:

Iesha N. Rogers  
NC Department of Health and Human Services  
Program Consultant II, Division of Social Services  
Hargrove Building  
820 S Boylan Ave  
Raleigh, NC 27603  
(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)

**NC Department of Health and Human Services  
2014 Holiday Schedule**

<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 1, 2014	Wednesday
Martin Luther King Jr.'s Birthday	January 20, 2014	Monday
Good Friday	April 18, 2014	Friday
Memorial Day	May 26, 2014	Monday
Independence Day	July 4, 2014	Friday
Labor Day	September 1, 2014	Monday
Veteran's Day	November 11, 2014	Tuesday
Thanksgiving	November 27 & 28, 2014	Thursday & Friday
Christmas	December 24, 25, & 26, 2014	Wednesday, Thursday, Friday