



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Sherry S. Bradsher
Division Director

July 6, 2015

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, 2016 through December 31, 2016. 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 August 31, 2015.

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, 2015, 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/gm
Attachments
PM-REM-06-2015

www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-733-3055 • Fax 919-334-1018

Location: Albemarle Building • 325 N. Salisbury Street • Raleigh, NC 27603
Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401
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COUNTY _____

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016**

Please list each date separately. Give month and day.

HOLIDAY

MONTH AND DAY

Please fax by August 31, 2015 to:

Iesha 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
www.ncdhhs.gov/dss

**NC Department of Health and Human Services
2016 Holiday Schedule**

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2016	Friday
Martin Luther King Jr.'s Birthday	January 18, 2016	Monday
Good Friday	March 25, 2016	Friday
Memorial Day	May 30, 2016	Monday
Independence Day	July 4, 2016	Monday
Labor Day	September 5, 2016	Monday
Veteran's Day	November 11, 2016	Friday
Thanksgiving	November 24 & 25, 2016	Thursday & Friday
Christmas	December 23, 26, & 27, 2016	Friday, Monday, Tuesday