



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

YVONNE COPELAND • Director, Division of Child and Family Well  
Being

**Date:** February 1, 2024

**Dear County Directors of Social Services**

**Attention:** Program Integrity Supervisors and Investigators

**Subject:** Claims Management Plan (Fraud Plan)

**Priority:** Action Required, Time Sensitive, Response Required

The DCFW FNS Program Integrity Unit is in the process of beginning a review of County Food and Nutrition Services Claims Management Plans to ensure they are up to date. As a reminder, Claims Management Plans are required by the United States Department of Agriculture (USDA) to mitigate accusations of discrimination and support program integrity decisions in accordance with local, state, and federal policies and must be updated annually. Please refer to [DSS Administrative Letter 7-2014](#)

As applicable, **please provide an updated Claims Management Plan by 5PM on March 31, 2024.** Plans can be submitted to the [dss.pi.questions@dhhs.nc.gov](mailto:dss.pi.questions@dhhs.nc.gov) inbox. To assist as needed, a Claims Management Plan template is attached.

If you have any questions or are unsure as to the date of your county's last submitted Claims Management Plan, please email them to [dss.pi.questions@dhhs.nc.gov](mailto:dss.pi.questions@dhhs.nc.gov)

Sincerely,

**Cynthia Ervin**  
Assistant Director  
Division of Child and Family Well-Being

Attachments (1)  
Claims Management Plan Template

EFS-FNSEP-03-2024

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD AND FAMILY WELL-BEING**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2416 Mail Service Center, Raleigh, NC 27699-2420  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6300 • FAX: 919-334-1265

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