



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

July 26, 2024

Subject: 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, 2025 through December 31, 2025. 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 September 30, 2024.

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, 2024, 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) 527-6271.

Sincerely,

DocuSigned by:

Shauna Cuffee

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Shauna Cuffee, Chief

Performance Management

Attachments

PM-REM-01-2024

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

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

COUNTY _____

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM
JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

Please list each date separately. Give month and day.

HOLIDAY

MONTH AND DAY

Please fax or email by September 30, 2024 to:

DSS Information Support
ATTN: Gwen Minter
FAX: (919) 334-1052
EMAIL: DHHS.DSS.Automation@dhhs.nc.gov

NC Department of Health and Human Services

2025 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2025	Wednesday
Martin Luther King, Jr. Birthday	January 20, 2025	Monday
Good Friday	April 18, 2025	Friday
Memorial Day	May 26, 2025	Monday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25 & 26, 2025	Wednesday, Thursday & Friday