Title: Guidance Memorandum - Number 2012-1

Purpose: This document is prepared to provide North Carolina Community Services Block Grant (CSBG) sub-grantee agencies with foundational information about Guidance Memoranda (GM) which will be used to communicate compliance guidance, detailed information related to the North Carolina Administrative Code and/or policy/procedure changes that impact CSBG administration.

Effective Date: November 14, 2012
Related: Initial Correspondence (No Related GM)
Resources: 10A NCAC 97A .0101 FUNCTIONS AND RESPONSIBILITIES

Background
The Office of Economic Opportunity (OEO) is tasked with administering CSBG in conformance with federal and state regulations. As such, OEO must provide ongoing training and technical assistance to stimulate, inform, educate, and assist local organizations (public and private) and the community at large about poverty, including needs, resources, and opportunities, and about the role low-income people themselves can play in improving conditions for the poor. To more effectively communicate such information, OEO is implementing the issuance of Guidance Memoranda (GM).

State Interpretation
In keeping with the manner in which the US Department of Health & Human Services Administration for Children and Families Office of Community Services (OCS) and other federal funding agencies issue guidance, OEO has designed the GM to provide pertinent state-level information for CSBG sub-grantee agencies providing local level service delivery to low-income residents in North Carolina.

As outlined in this GM, each GM will include:
- Identifying Number (calendar year dash numeral)
- Corresponding Title (subject of guidance)
- Effective Date (date of implementation)
- Purpose (intention, goal and/or objective)
- Related Information (other GMs if applicable)
- Resources (OCS Information Memorandums, NC Administrative Code, DHHS Correspondence, etc.)
- Background Information (foundation for purpose)
- State Interpretation (OEO’s understanding and expectation[s])

OEO will communicate GMs via electronic mail and post them on our website to be accessed at http://www.ncdhhs.gov/oeo/index.htm. In addition, GMs will support OEO’s ongoing monitoring, training and technical assistance activities. All sub-grantee agencies will be accountable to information communicated in this manner.

Office of Economic Opportunity Administrator

Date Issued