



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**JOSH STEIN** • Governor

**DEVPUTTA SANGVAI** • Secretary

**CARLA WEST** • Division Director, Human Services

**LISA TUCKER CAULEY** • Division Director, Human Services

**ERIN MATTESON** • CFO, Opportunity and Well-Being

April 11<sup>th</sup>, 2025

Dear County Director

**SUBJECT: Sub-Recipient Self-Assessment of Internal Controls and Risk**

The annual Sub-Recipient of Federal Funding Self-Assessment of Internal Controls and Risks Survey has now been posted for each County DSS or Stand-Alone CSE Agency to complete. This questionnaire is designed to assist grantees in the identification of strengths and weaknesses in its internal control structure. In addition to providing each county assistance in helping to identify issues, this effort is also a component of the State's overall monitoring plan, including review by the DHHS Office of Internal Auditor. To that end, Division of Social Services staff will use this form as a guide to assess the agency's internal control risk.

This year's form is in Excel format. Instructions for completing the form and returning the required signature page are contained in the document. Please complete in full and return to the Division of Social Services by May 15<sup>th</sup>, 2025. Please maintain a copy of the completed form for your records.

The survey can be downloaded at the [Monitoring website](#) by selecting: [County Self-Assessment](#) or [Stand Alone Child Support Self-Assessment](#).

Your certified self-assessment may be submitted via email to the DSS Fiscal Monitors at [DSS.Fiscal.County.Monitors@dhhs.nc.gov](mailto:DSS.Fiscal.County.Monitors@dhhs.nc.gov).

If you have questions concerning the Self-Assessment, please contact one of our Fiscal Monitors at [DSS.Fiscal.County.Monitors@dhhs.nc.gov](mailto:DSS.Fiscal.County.Monitors@dhhs.nc.gov).

Sincerely,

Richard Stegenga  
Director, Business Operations  
NCDHHS, Division of Social Services

BG-02-2025

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • BUSINESS OPERATIONS**

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

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

[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-855-6335 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER