



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

February 26, 2026

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTN: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS/MANAGERS,
SUPERVISORS, SOCIAL WORKERS, AND FISCAL STAFF**

**SUBJECT: GUIDANCE ON CLAIMING ADMINISTRATIVE TIME FOR CHILD WELFARE
SOCIAL WORK STAFF**

**REQUIRED ACTIONS: Information Only Time Sensitive Immediate
Action**

PURPOSE:

This communication provides guidance regarding the restrictions that were put in place during the federal government shutdown on claiming administrative time for child welfare social work staff and outlines the process for reclassifying expenditures previously claimed to Maintenance of Effort (MOE), where allowable.

At this time, the majority of counties have either fully expended or are on track to fully expend their available Temporary Assistance for Needy Families (TANF) funding. Counties that have available TANF federal funds, along with documented TANF overspending or excess MOE expenditures, may request to reclassify eligible expenditures from MOE to TANF.

Reclassification requests will be reviewed to ensure the following criteria are met:

- The county has sufficient TANF federal funds available;
- The county has eligible TANF overspending or excess MOE expenditures; and
- The proposed reclassification is allowable, properly supported, and consistent with state and federal requirements.

Counties interested in pursuing a reclassification should contact their assigned Local Business Liaison (LBL) for technical assistance and review prior to submission.

Additionally, counties may begin claiming eligible social worker administrative time to TANF and TEA, as applicable. Administrative time may be claimed to funding codes **R** and **0**, as appropriate and in accordance with established claiming guidance and program eligibility requirements.

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

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Counties are responsible for ensuring that all time claimed is properly documented, directly related to allowable program activities, and supported by appropriate time study and cost allocation methodology.

If you have questions regarding this guidance, please contact your LBL for assistance.

Thank you for your continued commitment to sound fiscal stewardship.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth Riley".

Beth Riley, MBA
Child Welfare Financial Officer

Cc:

Lisa Tucker Cauley, Division Director Human Services, Child, Family and Adult Regional Support

Carla West, Division Director Human Services, Child Support, Economic Services, Aging, and Operations

Gloria Waters, Chief Division Budget Officer

William "Ben" Rose, Lead Regional Director

Caleb Hawkins, Local Business Liaisons Lead

Suzanne Beasley, DHHS Office of the Controller

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