



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

JOSH STEIN • Governor

DEVPUTTA SANGVAN • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

**April 9, 2026**

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: 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 ACTION:  Information Only  Time Sensitive  Immediate**

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

At this time, counties have expended approximately 99% of available SSBG (X) funds and 85% of TANF to SSBG (V) funds. Counties with a significant balance of unspent V funding should evaluate worker eligibility for V funding and complete any necessary day sheet corrections. Counties are encouraged to contact their assigned Local Business Liaison (LBL) for additional guidance.

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

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

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

Additionally, counties may begin claiming eligible social worker administrative time to SSBG, as applicable. Administrative time may be claimed to funding codes V and X, as appropriate, and in accordance with established claiming guidance and program eligibility requirements.

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

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

LOCATION: 1915 Health Services Way, Raleigh NC 27607

MAILING ADDRESS: 2408 Mail Service Center

Raleigh, NC 27699-2410

www.ncdhhs.gov • Main Tel. 919-527-6340

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

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, Aging, and Operations  
Wayne Mohr, Division Director Budget and Analysis  
Laketha Miller, Division Director DHHS Office of Controller  
Donna Fayko, Deputy Director for Child Welfare Operations  
Gloria Waters, Chief Budget Officer  
Caleb Hawkins, Local Business Liaison Lead  
Suzanne Beasley, DHHS Office of the Controller  
Scarlette Edwards, DHHS Office of the Controller

CWS-28-2026