



Social Services
HEALTH AND HUMAN SERVICES

RICHARD O. BRAJER
Secretary

WAYNE E. BLACK
Senior Director for Social Services
And County Operations

Dear County Directors of Social Services

Attention: Work First Program Administrators, Managers and Supervisors

Subject: Work First Program Compliance Monitoring

Date: October 5, 2016

The Federal Office of Management and Budget Circular A-133 requires pass-through entities to monitor their subrecipient's use of federal funds for the Work First Program. Monitoring is conducted to ensure reasonable compliance with federal program laws and regulations. This also confirms that the provision of contracts or grants and performance goals are achieved. The frequency of the monitoring process is annually for large counties and every three years for medium and small counties. For the Work First Program, large counties are Cumberland, Forsyth, Guilford, Mecklenburg, and Wake. All other counties are identified as medium or small counties.

The objectives of Work First Program Compliance Monitoring are to provide:

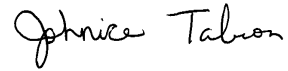
- A systematic method of assessing program operations;
- A basis for counties to improve and strengthen program operations by identifying and correcting deficiencies; and
- A continuous flow of information between County, State and Federal partners in order to develop solutions to problems in program policies policy and procedures.

Work First Program Compliance Monitoring consists of monitoring four program categories including Work First Cash Assistance, Work First Employment Services, Services at or below 200% of the Poverty Level and Child Support Non-Cooperation Sanctions. Documents explaining the monitoring process along with the cases selected for monitoring will be emailed to the designated county at least 30 days prior to the monitoring visit. A list of counties scheduled for State Fiscal Year 2016-17 is attached with the tentative scheduled month for monitoring. Also attached is a list of the most frequent findings cited in Work First Compliance monitoring during SFY 2015-16 for your reference.



If you have questions, please contact me at Johnice.Tabron@dhhs.nc.gov or (919) 527-6312.

Sincerely,

A handwritten signature in black ink that reads "Johnice Tabron". The signature is written in a cursive, flowing style.

Johnice Tabron
Work First Program Manager
Economic and Family Services

(2) Attachments

EFS-WF- 20-2016