



April 27, 2022

Dear County Directors of Social Services

Attention: Food and Nutrition Services, Energy Programs, and Program Integrity Managers and Supervisors

Subject: FNS-Energy-PI Second Party Checklist

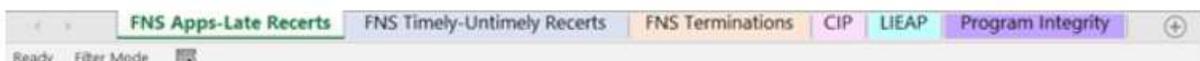
Priority: Information

DSS Directors,

The Continuous Quality Improvement (CQI) team has developed a second party review checklist for county use. The [FNS-Energy-PI Second Party Checklist](#) was developed using the Management Evaluation tool as the base document and tested by a sample of local county Department of Social Services.

The checklist contains 6 tabs that allow for second party review on the following actions:

- Food and Nutrition Services (FNS) Applications and Late Recertifications.
- FNS Timely & Untimely Recertifications.
- FNS Terminations.
- Crisis Intervention Program.
- Low Income Energy Assistance Program.
- Program Integrity.



The checklist is accessible on the [Second Party Review Form](#) tab of the Integrated Eligibility Manual.

If you have any questions, please contact Continuous Quality Improvement (CQI) at DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



Carla West

Senior Director for Economic Security

Division of Social Services, Economic and Family Services Section



Madhu Vulimiri, MPP

Deputy Director

Division of Child and Family Well-Being

CLW/rc

EFS-FNSEP-32-2022