



North Carolina Department of Health and Human Services Division of Social Services

Economic Independence Section • 325 North Salisbury Street
2420 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Buell, Secretary

Pheon E. Beal, Director
(919) 733-3055

July 16, 2001

Re: Notification of July 2001 Check Inserts

Dear County Director of Social Services:

**Attention: Work First Supervisors
Special Assistance Supervisors**

On the reverse side of this letter is a sample of the notice sent to Work First and Special Assistance recipients to advise them of the upcoming changes in the printing of their checks. Soon, all Work First and Special Assistance checks will be laser printed with three folds. The three folds will consist of a section for "Mailing Address/Important information concerning your check," a blank section for "Message Text," and a section for the "Check." (Please note that the check stub will not be included with the three folds as stated on the insert sent to recipients.) A notice from the Division of Medical Assistance was printed on the back of the insert explaining upcoming changes to Medicaid cards which will also be laser printed.

Any Work First and Special Assistance checks issued on or after July 20, 2001, will be laser printed, including the daily stragglers. With this change, all addresses for Work First and Special Assistance checks will be screened by U. S. Postal Service approved software to ensure addresses meet Postal Service guidelines. Addresses to be printed on the checks may be changed to meet these guidelines. This will not change the addresses in EIS. We suggest that you continue the procedure of entering addresses according to the U. S. Postal guidelines so that recipients receive their benefits in a timely manner.

If you have any questions regarding the Work First portion of the insert, please call Kavin Lewis at (919) 733-7831. For questions regarding the Special Assistance portion, please call Matt Oathout at (919) 733-3677.

Sincerely,

Handwritten signature of Wilbert Morris in black ink.

Wilbert Morris, Chief
Economic Independence Section

Handwritten signature of John Tanner in black ink.

John Tanner, Chief
Adult & Family Services Section

WM/kl
EI-11-2001
AFS-09-2001

IMPORTANT NOTICE ABOUT YOUR CHECK

Soon your Work First Assistance or Special Assistance check will have a different look.

The new check will have 3 parts consisting of:

1. **Mailing Address/Important information concerning your check** – There may be important information printed on the paper along with your check. Please carefully read all of the information printed with your check.
2. **Check Stub** – This is your receipt, keep a copy for your records.
3. **Check** – This is your monthly benefit amount.

If you have any questions or problems with your check, contact your local Department of Social Services.

Division of Social Services

July 2001

(See other side for more information)