



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

January 23, 2002

Re: Work First Extension Reports

Dear County Director of Social Services:

ATTENTION: Work First Supervisors

The Work First Extension Report has been revised to include 24 and 60-month extensions. In order to track each extension request, identifying information is needed on each case. Reports should include casehead/payee's name, case ID number, date of hearing request, date hearing was held, disposition of the hearing request, and reason for decision. Counties may attach hearing decisions to the monthly Work First Extension Report.

Work First Extension Reports are due the 10th of each month for the activity of the previous month. A report is needed every month even if no extensions were requested. Record a zero in the space at the bottom of the report for "No Extension Request Activity During the Month."

If a hearing is requested one month and held the following month, the results of the decision should be reported in the month that the disposition was made. Complete the bottom of this report with your name, title, and date.

All extension reports should be directed to:

Extension Report
Economic Independence Section
NC Division of Social Services
325 N. Salisbury Street
2420 Mail Service Center
Raleigh, NC 27699-2420

Reports can be sent via email to Suzanne.Marshall@ncmail.net and Gale.Bullard@ncmail.net instead of being mailed or faxed to (919) 715-5457. Review Work First Manual Section 105A, V., VI., VII., VIII., and IX. for additional information on extensions. If you have questions or need additional guidance, please contact your Work First Representative or call the Performance Reporting Unit at (919) 733-7831.

Sincerely,

A handwritten signature in black ink that reads "Wilbert R. Morris".

Wilbert R. Morris, Chief
Economic Independence Section

WRM:sm
Attachment

EI-3-2002