



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

Economic Independence Section • 325 North Salisbury Street
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Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
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August 26, 2005

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

SUBJECT: Day Sheet and Time Reporting Training for Staff

In June 2003 a review of the Division's time reporting (day sheet) system was conducted by a team from the Atlanta regional office of the Administration for Children and Families. This review included site visits to three county Departments of Social Services where both line staff and managers were interviewed. As you are aware, North Carolina elects to utilize 100% time reporting, via day sheets, as the foundational core of the methodologies for distributing costs for personal services, personnel benefits and non-personal services for both the Division and the 100 local Departments of Social Services. These costs support a broad spectrum of programs funded through a wide range of Federal and non-Federal funding sources. The purpose of the review was to assess the strengths and weaknesses of North Carolina's time reporting methodology, its compliance with Federal cost principals and make recommendations for improvements. The results of the review identified "...some very alarming concerns that beg the question concerning the reliability of its cost allocation methodologies." Primary among the findings specified by ACF was the recommendation that "...in order to ensure the integrity, reliability and validity of the time recording system as the primary means for distributing multiple millions of dollars in costs, adequate staff training must be provided and on-going oversight and monitoring must be conducted."

In addition to a number of other actions taken to comply with ACF's recommendations, the Division has developed a comprehensive training to provide guidance to staff on the importance and use of day sheets, their primary purpose, how recording time on the day sheet impacts NC's Federal funding, the availability of written instructions in the Services Information System (SIS) User's Manual, and guidance on the use of specific Service Code and Program Code combinations, including a review of eligibility requirements for primary Federal funding sources. It is the intention of the Division that this training will initially be provided to all 100 County Departments of Social Services within the coming State Fiscal Year, and on a recurring basis thereafter.

Within the upcoming weeks, your county will be contacted by a member of your local team of Program Representatives to make arrangements to provide this training to your county.

Depending on your county's needs and the number of staff to be trained, the training may be provided to your county individually or jointly with staff from neighboring counties. At a minimum, your team of Program Representatives will utilize a "Train-the-Trainer" model to present the training materials to your supervisors and administrative staff who will subsequently provide the training to all direct services staff who keep and submit day sheets as records of their activities. All Child Welfare, Adult Services, Work First Employment Services and generic WFFA/Employment Services supervisors and program managers should attend this training. In those instances where counties will provide the training to their line staff in-house, the Program Representatives will be available to assist trainers as necessary.

Please work with your Program Representatives to expedite making arrangements for your staff to be trained. Training of local staff is a critical component of our corrective action plan and must be achieved in order to demonstrate our commitment for continuous improvement in our reporting system. This is of vital importance to us all to insure the continued allowability of costs claimed among the various Federal funding sources. Thank you for your assistance and please contact your program representative if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Sherry Bradsher". The signature is written in a cursive style.

Sherry Bradsher
Deputy Director

SB:jnb

DCDL-PM-01-2005