



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 Odom, Secretary

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

October 11, 2005

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

Attention: COUNTY DIRECTORS
COUNTY FINANCE OFFICERS

SUBJECT: Collection of Data on Emergency Assistance for Purposes of Federal Reporting

As you are no doubt aware, [Emergency Assistance](#) awarded under the Work First program by the County DSS is currently not documented in any statewide automated system, with the exception of reimbursement requests made through the County Administration system. While this information provides data on TANF and MOE expenditures for Emergency Assistance, it provides no data on the number of families assisted.

Each year, states are required, via the **Annual Report on State Maintenance-of-Effort Programs (ACF-204)** to report to the federal government the number of families receiving Emergency Assistance funded (in whole or in part) with Maintenance of Effort funds. Since our first submission of this report for FFY 2000, North Carolina has had to report that recipient counts were unavailable for our Emergency Assistance program. With the submission of the FFY 2004 report, the Division of Social Services was informed by the Administration for Children and Families (ACF) that this would no longer be acceptable. Furthermore, ACF directed the Division to provide recipient counts for Emergency Assistance for FFY 2004 and all subsequent ACF-204 reports.

To this end, the Division has implemented a survey report of the 100 County Departments of Social Services to ascertain, for each county:

- The total number of families that received Emergency Assistance (funded with either TANF or MOE) for FFY 2004 (Oct. 2003 – Sept. 2004) and FFY 2005 (Oct. 2004 – Sept. 2005)
- The number of families awarded Emergency Assistance each quarter, by fund source (Application Code to which the award was charged at the time of award), for FFY 2006 (Oct. 2005 – Sept. 2006)

Your Local Business Liaison has been assigned to work with your county Fiscal Officer to obtain this data. The reports are due to your LBL as follows:

- FFY 2004: due on or before October 28, 2005
- FFY 2005 due on or before October 28, 2005
- FFY 2006 due quarterly, on or before January 20, April 20, July 20 and October 20, 2006

The Division will continue to collect this data in this manner until such time as it is no longer required by ACF or a more efficient, if not automated, method is made available. Several alternatives were considered, but were rejected (at least for now) due to one or more reasons such as inability to satisfy data collection needs in the time allotted, high cost, inefficiency or increased administrative burden for the county staff. These included:

- A modification to the Preliminary County DSS Administrative Reimbursement Report
- Development of an automated system similar to CIP that would track WFEA
- Requiring a DSS-5027 in SIS for each family awarded WFEA

Please cooperate fully with your LBL in the collection of this data in a timely and consistent manner. Accurate and complete reporting to the Federal government will help prevent the State (and ultimately, the counties) from incurring any fiscal penalties under the TANF program.

Your LBL will provide your Fiscal Officer with the appropriate reporting form(s) and instructions. If you have any questions about this matter, please contact your Local Business Liaison or me at 919-733-4530.

Sincerely,

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

Hank Bowers, Chief
Performance Reporting & Automation

HB:hb
PM-PRA-12-2005