



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

2420 Mail Service Center • Raleigh, North Carolina 27699-2420

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

October 30, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION: Work First Program Administrators and Supervisors

SUBJECT: Reporting Extensions

As outlined in the Work First Manual, Section 105A, VIII. C. Reporting Extensions, the North Carolina Department of Health and Human Services, Division of Social Services is charged with monitoring all Work First Extensions. County Departments of Social Services must complete a report each month on the number of extensions requested, granted, and denied during the previous month. Counties are instructed to mail, e-mail or fax their report, in letter format, no later than the tenth of each month. Due to a recent change in staff organization and location, the contact information for these extension reports has changed. The extension report letters should be addressed to:

Work First Extensions Reports
NC, Division of Social Services
Economic and Family Services Section
325 North Salisbury Street
Mail Service Center 2420
Raleigh, North Carolina 27699-2420
Fax: (919) 334-1266

If you wish to e-mail your report, please e-mail Elaine Douglas, at elaine.douglas@ncmail.net. For additional information, please contact your Work First Representative or Elaine Douglas at (919) 334-1224.

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic and Family Services Section

EFS-11-2008

cc: Sherry Bradsher
Hank Bowers
Sarah Barham
Family Support and Child Welfare Team Leaders
Work First Representatives