



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

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry Bradsher, Director
(919) 733-3055

July 29, 2009

Dear County Director of Social Services:

**SUBJECT: Update on Subrecipient Self-Assessment of Internal Controls and Risk
Division of Social Services Fiscal Monitoring Plan**

It is time to complete the annual "Sub recipient Self-Assessment of Internal Controls and Risks" questionnaire. This year a new section titled Security Access for Information Systems has been added to the questionnaire and the certification form.

A county is allowed to complete a certification in lieu of the full Self Assessment survey up to four times provided they meet all of the following conditions:

- 1) There were no more than one finding or questioned costs cited in the single audit for year ending 6/30/08 and;
- 2) Agency Director and fiscal officer have two or more years experience in that Position as of June 30, 2009, and;
- 3) There were no weaknesses reported on your previous "Subrecipient of Self-Assessment of Internal Controls and Risks" survey without mitigating controls in place.

Counties will be notified by their assigned Local Business Liaison (LBL) prior to August 14, 2009 which forms to complete. The Self Assessment Survey and the Certification Form can be downloaded at the following website. <http://www.ncdhhs.gov/dss/Monitoring/assessments.htm>. Copies of your most recent full assessment can also be found on this website.

If your county is due a full self assessment, the assessment must be submitted in soft copy. You may attach as a document to the email sent to your assigned LBL. If you do not have the capacity to affix an electronic signature on the survey, print the last page of the Self Assessment survey for Director's signature and mail to your LBL at their office address. For counties eligible to complete the Certification Form, the form should be printed, and signed by the Director and mailed to your LBL at their office address. You should always keep a copy of the completed Certification Form and Self Assessment survey for your records. The deadline to return the required documents to your LBL is September 30, 2009.

The Fiscal Monitoring Plan implemented July 1, 2008 covered the following programs: Child Support Enforcement, Work First and Food and Nutrition Services. Effective July 1, 2009 the Fiscal Monitoring Plan has been expanded to include: Low Income Home Energy Assistance (LIHEAP), Foster Care Title IV-E Administration, Adoption Assistance IV-E Administration, and Social Services Block Grant (SSBG). The fiscal monitoring will be conducted on site by the LBLs in conjunction with fiscal staff in the local offices. Counties will be scheduled for fiscal monitoring over a three year period.



Attached are the following documents: Self Assessment Survey and Certification Form, The Budget Office Fiscal Monitoring Plan SFY 09-10; DSS Budget Office Fiscal Monitoring Spreadsheet (Attachment A).

If you have any questions please contact James Clark at 910-754-6431.

Sincerely,

A handwritten signature in cursive script that reads "Sarah L. Barham".

Sarah L. Barham
Budget Officer

BG-07-2009