



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

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

Beverly Eaves Purdue, Governor
Lanier M. Cansler, Secretary

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

August 5, 2011

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Managers and Supervisors

SUBJECT: Work First Family Assistance Keying Deadline

The WFFA Keying Deadline Chart is attached for the 2012 Calendar Year. The chart is based on the state holiday schedule. For counties that do not follow the state holiday schedule, the county will have to adjust the chart accordingly. In addition, counties affected by furlough days in which the entire local DSS office is closed will have to adjust the chart accordingly.

Please contact your Work First Program Consultant, if you have any questions.

Sincerely

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

Dean Simpson, Chief
Economic and Family Services Section

DS/wr

Attachment: Keying Deadline Chart

cc: Work First Program Consultants
Work First Policy Consultants

EFS-WF-20-2011

2012 KEYING DEADLINE DATES

AUTO 10-DAY NOTICE	MANUAL 10-DAY NOTICE	1ST QR DEADLINE (N/A to WFB cases)	2ND QR DEADLINE (N/A to WFB cases)	REGULAR RUN	ACCEPT NEXT MONTHS WORK
1/9/2012	1/10/2012	1/9/2012	1/26/2012	1/26/2012	1/27/2012
2/8/2012	2/9/2012	2/7/2012	2/22/2012	2/24/2012	2/27/2012
3/9/2012	3/12/2012	3/9/2012	3/26/2012	3/27/2012	3/28/2012
4/9/2012	4/10/2012	4/10/2012	4/24/2012	4/25/2012	4/26/2012
5/9/2012	5/10/2012	5/8/2012	5/24/2012	5/25/2012	5/29/2012
6/8/2012	6/11/2012	6/11/2012	6/25/2012	6/26/2012	6/27/2012
7/10/2012	7/11/2012	7/10/2012	7/25/2012	7/26/2012	7/27/2012
8/10/2012	8/13/2012	8/7/2012	8/23/2012	8/28/2012	8/29/2012
9/7/2012	9/10/2012	9/11/2012	9/24/2012	9/25/2012	9/26/2012
10/10/2012	10/11/2012	10/9/2012	10/24/2012	10/26/2012	10/29/2012
11/6/2012	11/7/2012	11/9/2012	11/21/2012	11/27/2012	11/28/2012
12/5/2012	12/6/2012	12/11/2012	12/21/2012	12/21/2012	12/27/2012