DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION:  SA CASEWORKERS AND SUPERVISORS

SUBJECT:  State/County Special Assistance Training

We are pleased to offer the annual statewide State/County Special Assistance Training in ten locations across the state in July and August 2004. This one-day workshop is designed specifically for SA caseworkers, SA supervisors, and agency training staff working in county departments of social services. This training will focus on the new Special Assistance monitoring plan that takes effect in August 2004, and on changes in SA policy and procedures implemented in the last year. It is important that each agency is represented at the training.

Jackie Franklin, SA Program Manager, will lead the workshop, along with the SA Program Compliance Representatives, Bettie Johnson and Sharon Odenwelder. County staff may register for whichever workshop location is most convenient. Each county may register up to 4 persons from their agency. The workshop begins with registration at 9:00 AM; training begins at 9:30 AM and ends by 3:30 PM. You may duplicate the enclosed registration form as necessary to accommodate the number of people attending the training, or you may register online at www.ncswtrain.org.

There is no registration fee for this workshop. However, you must pre-register as space is limited at each site. Please return your registration as soon as possible to ensure space availability at your chosen site. Registrants will be sent a confirmation letter, directions to the workshop site, and training site telephone contact number. Site locations were chosen to minimize overnight travel for participants.

Due to budget constraints, we regret that we are unable to provide refreshments at the breaks. Participants are welcome to bring their own snacks and beverages to the training event; in most of the training facilities snack and beverage machines are available. If you need additional workshop information, you may contact Jackie Franklin at (919) 733-3677 or your Adult Programs Representative.

Sincerely,

Suzanne P. Merrill, Chief
Adult Services Section

Attachment
AFS-03-2004
You must pre-register, as space is limited at each location.

Name: Ms./Mr. ____________________________________________________________
Home Phone:* (   ) ______________________ SSN:** ____________________________
Job Title: ______________________________________________________________
Agency: ________________________________________________________________
Work Phone: (   ) ______________________ Fax: (   ) ______________________
Work Mailing Address: __________________________________________________
City: __________________________ State: _______ Zip Code: ___________ Courier #: ______
County: __________________________________________________________________
E-mail address: __________________________________________________________
Other job duties besides SA: ______________________________________________
Supervisor’s Name: ______________________________________________________
*Home phone requested in event of last minute postponement due to impending severe weather.
**Social Security Number is requested for internal record keeping purposes only.

Check (✓) the Site and Date you are registering for:

☐ Fayetteville (Cumberland County DSS) Tuesday July 13, 2004
☐ Wilmington (New Hanover County DSS) Wednesday July 14, 2004
☐ Williamston (Martin Community College) Tuesday July 20, 2004
☐ New Bern (Craven County DSS) Wednesday July 21, 2004
☐ Winston-Salem ( Forsyth County DSS) Tuesday July 27, 2004
☐ Hickory (Catawba Valley Community College, East Campus) Wednesday July 28, 2004
☐ Boone (Watauga County DSS) Tuesday August 3, 2004
☐ Sylva (Southwestern Community College) Thursday August 5, 2004
☐ Albemarle (Stanly County DSS) Tuesday August 10, 2004
☐ Raleigh (Wake County DSS) Thursday August 12, 2004