January 19, 2018

Dear County Director of Social Services:

SUBJECT: Sub-Recipient Self-Assessment of Internal Controls and Risk

The annual Sub-Recipient Self-Assessment of Internal Controls and Risks survey is now due. This questionnaire is designed to assist grantees in the identification of strengths and weaknesses in its internal control structure. Division of Social Services staff will use this form as a guide to assess the agency’s control risk. Please complete in full and return to the Division of Social Services. The deadline to return the required documents is February 9, 2018. Please maintain a copy of the completed form for your records.

Both the Survey and the Certification Form can be downloaded at the following website: http://www2.ncdhhs.gov/dss/Monitoring/assessments.htm.

Your certified self-assessment form may be submitted via email, mail or fax to Sandra Weathers at: Sandra.Weathers@dhhs.nc.gov or Sandra Weathers, DSS Budget Office, 2417 MSC, Raleigh, NC 27699-2417 or Attn: Sandra Weathers - Fax - (919) 334-1018

New for this year we have added a survey for stand-alone Child Support Offices. This will allow the stand-alone offices to also review their internal controls.

If you have questions concerning the Self-Assessment Internal Control Documents, please contact one of our Fiscal Monitors, Kim Goodwin at Kimberly.Goodwin@dhhs.nc.gov or Regina French at Regina.French@dhhs.nc.gov or Charles Robertson at Charles.Robertson@dhhs.dss.gov.

Sincerely,

Richard Stegenga
Deputy Director
Business Operations

Attachment

cc: DSS Fiscal Monitors/Local Business Liaisons

BG-02-2018