November 19, 2015

Dear County Director of Social Services:

SUBJECT: Update on Subrecipient Self-Assessment of Internal Controls and Risk

It is time to complete the annual “Subrecipient Self-Assessment of Internal Controls and Risks” survey. This year there is one survey available to be completed by all counties. There is no longer a long and a short form.

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

Your self-assessment survey or certification form must be submitted by email. You may attach it as a document and email to Sandra Weathers at Sandra.Weathers@dhhs.nc.gov. If you do not have the capacity to affix an electronic signature on the survey, print the last page of the self-assessment or certification form for the Director’s signature, and mail or fax to Sandra Weathers at the DSS Budget Office, 2417 MSC, Raleigh, NC 27699-2417, fax (919) 334-1031. You should always keep a copy of the completed Certification Form or Self-Assessment survey for your records. The deadline to return the required documents to Sandra Weathers is December 18, 2015.

If you have questions concerning the Self-Assessment Internal Control Documents or Fiscal Monitoring, please contact 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,

Kathy Sommese

BG-07-2015