DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION:  Work First Program Administrators and Supervisors

SUBJECT:  Reporting Extensions

As outlined in the Work First Manual, Section 105A, VIII. C. Reporting Extensions, the North Carolina Department of Health and Human Services, Division of Social Services is charged with monitoring all Work First Extensions. County Departments of Social Services must complete a report each month on the number of extensions requested, granted, and denied during the previous month. Counties are instructed to mail, e-mail or fax their report, in letter format, no later than the tenth of each month. Due to a recent change in staff organization and location, the contact information for these extension reports has changed. The extension report letters should be addressed to:

Work First Extensions Reports  
NC, Division of Social Services  
Economic and Family Services Section  
325 North Salisbury Street  
Mail Service Center 2420  
Raleigh, North Carolina 27699-2420  
Fax: (919) 334-1266

If you wish to e-mail your report, please e-mail Elaine Douglas, at elaine.douglas@ncmail.net. For additional information, please contact your Work First Representative or Elaine Douglas at (919) 334-1224.

Sincerely,

Dean Simpson, Chief  
Economic and Family Services Section

EFS-11-2008

cc:  Sherry Bradsher  
    Hank Bowers  
    Sarah Barham  
    Family Support and Child Welfare Team Leaders  
    Work First Representatives