



North Carolina Department of Health and Human Services

Pat McCrory
Governor

Richard O. Brajer
Secretary

Suzanne P. Merrill, Director
Division of Aging and Adult Services

November 10, 2015

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

SUBJECT: Special Assistance (SA) Policy Training

**Attention: Directors
Income Maintenance Program Administrators
Medicaid and Special Assistance Supervisors**

The Division of Aging and Adult Services, SA Unit, will be providing "Back to Basics" for SA and SA/IH policy training that includes basic eligibility guidelines with updated information related to electronic SA benefits. This training will be helpful to all SA eligibility staff in processing SA cases in NCFAST while updating policy knowledge to insure correct SA benefits are issued. There will be very limited NCFAST functionality guidance related to SA and SA-IH.

We have scheduled ten (10) sessions across the state. Each county has been assigned a designated location and date to participate. There is no registration cost. The sessions will be held from 9:00 – 12:00 in each location. Because of the limited space we are requesting that counties send a maximum of four (4) individuals. Pre-registration is required. Registration is online at <https://www.ncswlearn.org/>.

Attached to this letter is information identifying the location each county is assigned. We appreciate your due diligence in ensuring that all staff are adequately trained. If you have any questions regarding this communication please contact DAAS staff at the SA listserv: specialassistance@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill".

Suzanne P. Merrill
Director

AFS-08-2015

Attachment (1): *List of Counties for SA Training*

www.ncdhhs.gov

Tel 919-855-3400 • Fax 919-733-0043

Location: Taylor Hall, 693 Palmer Drive • Raleigh, NC 27603

Mailing Address: 2101 Mail Service Center • Raleigh, NC 27699-2101

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NOVEMBER 18, 2015 WEDNESDAY	DECEMBER 2, 2015 WEDNESDAY
LOCATION: Cumberland DSS 1225 Ramsey St. Fayetteville, NC 28302 Conference Room C	LOCATION: Rutherford County Office Annex Building 289 North Main St Rutherford NC 28139
Counties Bladen Brunswick Columbus Cumberland Duplin Hoke Lee Moore Robeson Sampson	Counties Burke Catawba Cleveland Henderson Lincoln McDowell Mitchell Polk Rutherford Yancey
DECEMBER 3, 2015 THURSDAY	DECEMBER 4, 2015 FRIDAY
LOCATION: Cabarrus County Governmental Center 65 Church Street, South Concord, NC 28026	LOCATION: Jackson County Social Services 15 Griffin Street Sylva, NC 28779 Conference Room
Counties Anson Cabarrus Gaston Mecklenburg Montgomery Richmond Rowan Scotland Stanly Union	Counties Buncombe Cherokee Clay Graham Haywood Jackson Macon Madison Swain Transylvania
DECEMBER 7, 2015 MONDAY	DECEMBER 8, 2015 TUESDAY
LOCATION: Wilkes County Kulynych Family Life Center 507 Court House Drive Wilkesboro, NC 28697	LOCATION: Guilford County DSS 1203 Maple Street Greensboro, NC Room 123
Counties Alexander Alleghany Ashe Avery Caldwell Iredell Surry Watauga Wilkes Yadkin	Counties Alamance Caswell Chatham Davidson Davie Forsyth Guilford Randolph Rockingham Stokes

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DECEMBER 11, 2015 FRIDAY	DECEMBER 15, 2015 TUESDAY
LOCATION: Durham County DSS 414 E. Main St. Durham, NC	LOCATION: Edgecombe County DSS 301 S. Fairview Rd. Rocky Mount, NC 27801 Conference Room
Counties Durham Franklin Granville Harnett Johnston Orange Person Vance Wake Warren	Counties Bertie Edgecombe Greene Halifax Martin Nash Northampton Pitt Wayne Wilson
DECEMBER 16, 2015 WEDNESDAY	DECEMBER 17, 2015 THURSDAY
LOCATION: College of the Albemarle 800 N. Oakum St, Edenton, NC 27932 Culinary Building	LOCATION: Craven County DSS 2818 Neuse Blvd, New Bern, NC Conference Room
Counties Camden Chowan Currituck Dare Gates Hertford Pasquotank Perquimans Tyrrell Washington	Counties Beaufort Carteret Craven Hyde Jones Lenoir New Hanover Onslow Pamlico Pender

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