



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Health Benefits

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
DAVE RICHARD • Deputy Secretary, NC Medicaid

December 30, 2021

Dear County Director of Social Services:

Attention: Medicaid and Work First Supervisors

Subject: 2022 Application Time Standards Chart

Attached is a copy of the Application Time Standards Chart for 2022. The chart includes the calculated 13th, 45th, 60th and 90th calendar day deadline for each day of the year in 2022. It also includes the 6th month deadline for each day. Caseworkers who work with Medicaid, Work First and Special Assistance may utilize this chart to determine the necessary application time standards rather than calculating each date manually.

This chart does not consider weekends and holidays for any of the calculated days. In order to determine the adjusted due date of an application, it is necessary to compare the due date indicated on the chart to the calendar and your county holiday schedule. If the chart's calculated due date falls on a weekend or county holiday, the adjusted due date is the next workday.

If you have questions, please contact your Medicaid Operational Support Team (OST) Representative at [Medicaid Program Representatives | NCDHHS](#) or for Work First, contact the Operational Support Team (OST) at dss.policy.questions@dhhs.nc.gov.

DocuSigned by:

Sonya McLeod for Carolyn McClanahan

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Carolyn McClanahan
Division of Health Benefits
Deputy Director, Member Operations

DocuSigned by:

Carla West

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Carla West
Division of Social Services
Senior Director, Economic and Family Services

NC MEDICAID

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH BENEFITS

LOCATION: 79 T.W. Alexander Drive, Durham, NC 27709
MAILING ADDRESS: 2501 Mail Service Center, Raleigh NC 27699-2501
www.ncdhhs.gov • TEL: 919-813-5340 • FAX: 919-224-1070

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

DATE	13	45	60	90	6mo.	DATE	13	45	60	90	6mo.	DATE	13	45	60	90	6mo.
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Certificate Of Completion

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Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Shanna Patterson
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	695 Palmer Drive
	Raleigh, NC 27603
	shanna.patterson@dhhs.nc.gov
	IP Address: 152.22.34.23

Record Tracking

Status: Original	Holder: Shanna Patterson	Location: DocuSign
12/30/2021 9:28:03 AM	shanna.patterson@dhhs.nc.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Department of Health & Human Services (DT)	Location: DocuSign

Signer Events

Sonja Mcleod for Carolyn McClanahan
 sonja.mcleod@dhhs.nc.gov
 Business Support Team Manager
 DHHS
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

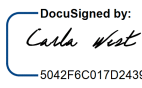
 93E7DB42AD8B43F...
 Signature Adoption: Pre-selected Style
 Using IP Address: 199.90.157.103

Timestamp

Sent: 12/30/2021 9:34:06 AM
 Viewed: 12/30/2021 12:29:40 PM
 Signed: 12/30/2021 12:29:51 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Carla West
 carla.west@dhhs.nc.gov
 Senior Director for Economic Security
 DHHS
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 5042F6C017D2439...
 Signature Adoption: Pre-selected Style
 Using IP Address: 152.22.36.23

Sent: 12/30/2021 12:29:53 PM
 Viewed: 12/30/2021 12:33:14 PM
 Signed: 12/30/2021 12:33:28 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/30/2021 9:34:06 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	12/30/2021 12:33:14 PM
Signing Complete	Security Checked	12/30/2021 12:33:28 PM
Completed	Security Checked	12/30/2021 12:33:28 PM

Payment Events	Status	Timestamps
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