

## **DHHS Directive Number II-43**

**Title:** Delegation of Authority to the Director, Office of Economic Opportunity  
**Effective Date:** November 3, 2008  
**Revision History:** January 1, 2002  
**Authority:** G.S. 143B-10

### **Purpose**

The purpose of this directive is to delegate, clarify and specifically confirm certain authorities of the Secretary of the North Carolina Department of Health and Human Services (NC DHHS) to the Director of the Office of Economic Opportunity. This position reports to the Secretary through the Assistant Secretary for Long Term Care and Family Services.

### **Delegation of Authority**

As provided in G.S. 143B-10(a), the Secretary of the DHHS delegates the following functions and responsibilities concerning management and administration to the Director of the Office of Economic Opportunity, subject to state and departmental policy:

1. The functions of management, related to the Office of Economic Opportunity, as defined in G.S. 143B-10, which include: planning, organizing, staffing, directing, coordinating, reporting and budgeting for the office.
2. The management and rulemaking authority (in coordination with the office of the General Counsel) to develop and carry out programs, including, but not limited to:
  - A. Responsibility for major functional areas of the Community Services Block Grant including, but not limited to:
    1. Planning - to develop and amend, as necessary, the Community Services Block Grant Plan consistent with applicable federal law and regulations;
    2. Policy - to develop policy generally applicable to all programs and assure that appropriate agencies at the local level have an opportunity to provide input;

3. Fiscal Management - to allocate funds and make reimbursements to contractors, and to monitor expenditures, develop fiscal policies and prepare estimated and actual expenditures;
  4. Monitoring - to develop monitoring standards by which staff will monitor programs and contracts; and
  5. Reporting - to prepare appropriate internal reports for management and required federal program and expenditure reports.
- B. Administration of the Weatherization Assistance Program and related federal and state funding for energy assistance programs.
- C. Administration of the Emergency Shelter Grants Program and related federal and state funding for assistance to homeless service providers.
3. The Director shall be responsible for coordinating the division's monitoring functions with other divisions and local partners to ensure compliance with state and federal requirements.
  4. The Director shall be responsible for ensuring that the division is familiar with and adheres to the department's policy and procedures manual.

This delegation of authority shall not deprive the Secretary from performing, in lieu of the Director of the Office of Economic Opportunity, any of the acts set forth above. This delegation of authority may be amended or withdrawn by the Secretary at any time and without notice. This delegation of authority shall not apply to any actions which by law, state policy, or NC Governor's Executive Order, may only be executed by the Secretary.

APPROVED

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Dempsey Benton, Secretary  
Department of Health and Human Services