

**THIS LETTER APPLIES TO THE FOLLOWING COUNTIES ONLY:
Durham, Franklin, Granville, Johnston, Nash, Vance, and Wake**

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC SERVICES 5-2004
(Energy)**

TO: County Directors of Social Services

ATTENTION: Energy Supervisors

DATE: August 13, 2004

RE: Wake Electric Round-Up Program

EFFECTIVE

DATE: September 1, 2004

I. BACKGROUND

On May 14, 2004, the seven counties who participate in the Wake Electric Round-Up (WERU) Program met via conference call C. Fred Keller, Jr., Customer Services Manager with the Wake Electric Membership Corporation (WEMC), regarding reporting WERU funds obligated each month.

During a subsequent meeting held on June 18, 2004, county representatives provided the date and amount of each pledge, along with the account name and number, for all WERU pledges during the period 7/1/03 through 5/31/04. Counties later provided the same information from the inception of the WERU program in 2/1/02 through 6/30/03.

Currently, counties report monthly to Economic Services only the number of WEMC customers that benefit from WERU program funds each month. As a result of our discussions with Mr. Keller, each county must begin providing additional information concerning the WERU program on a monthly basis that will be shared with WEMC and may be used to determine the amount of funds allocated to the WERU program each State fiscal year. This new process does not change your county finance officer's role.

II. POLICY AND PROCEDURES

Effective September 2004, each county must complete a monthly Wake Electric Round-Up report and submit the report to the Economic Services Section via e-mail no later than the 10th of the month following the service month. The WERU report includes the date, account number, account name, recipient name, and amount for each WERU pledge honored during the service month and the ending balance of WERU program funds.

III. IMPLEMENTATION INSTRUCTIONS

Complete the WERU reports for the service months of June 2004 and July 2004 and submit to the Economic Services Section via e-mail to: Kathy.Evans@ncmail.net no later than August 25, 2004. Effective with the service month of August 2004, complete the WERU report and submit no later than September 10, 2004. Subsequent reports are to be submitted no later than the 10th of the month following the service month.

If you have any questions concerning the policy contained in this letter, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Jane Schwartz, Chief
Economic Services Section

[Attachment](#)

JS/DP/ke