### MEMORANDUM

**TO**: Interested Parties & County Directors of Social Services

**FROM**: Teresa Smith, Administrative Service Manager

**SUBJECT**: Medical Care Advisory Committee Request for Nominees

**DATE**: March 26, 2015

I am writing from the NC Department of Health and Human Services, Division of Medical Assistance, on behalf of the Medical Care Advisory Committee (MCAC). We are seeking potential nominees for membership on the MCAC. We would appreciate it if you could assist us in our search.

Several documents are attached to assist you in this process:

* Attachment I – MCAC Purpose
* Attachment II – MCAC General Information/Overview
* Attachment III – MCAC Members’ Roles & Responsibilities
* Attachment IV – Federal Regulation 42 CFR 431.12
* Attachment V – Biographical Sketch Form (to be completed by your nominee and returned to us)
* Attachment VI – Congressional Districts Map

We currently need representation from all Congressional Districts. In addition to district representation, there is a need for diversity in age, ethnicity, race, gender and profession. If you find you have potential candidates for this Committee whom you believe would meet the needs of the roles as described, please have them complete the attached biographical sketch form and return to:

Pamela Beatty

NC DHHS-Division of Medical Assistance (Director’s Office)

 2501 Mail Service Center

 Raleigh, NC 27699-2501

E-mail: pamela.beatty@dhhs.nc.gov

Biological sketch forms must be received by April 26, 2015, for consideration. In addition to the form nominees may also provide a resume.

If you have any questions, please contact Pamela Beatty at 919-855-4102. Thank you for your assistance.

Attachments