



North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

April 2, 2004

Dear County Director of Social Services:

SUBJECT: Standard Work First Block Grant/TANF Maintenance of Effort/Reallocation

The Division is again offering counties some options to assist with meeting Maintenance of Effort (MOE) requirements or be part of a reallocation of TANF funds for the current fiscal year if funds are available.

As you know, the County's required Maintenance of Effort consists of the county funds in your Work First Block Grant, and the county match in Child Protective Services IV-E Administration (up to the amount of your state CPS IV-E Administration allocation). Counties will be held to the mandate of meeting 100% of MOE this fiscal year (or 90% of original MOE for electing counties). If MOE is not met in full, the Budget Office will exercise its right to reclassify TANF 100% Federal expenditures to county funds for MOE up to the amount of the required MOE and your county will not be eligible for any possible reallocation. If you are not going to meet MOE, a letter of explanation as to why MOE will not be met is required. This letter should be submitted to Jo Ann Lamm, Program Administrator, DHHS, DSS 2406 MSC, Raleigh, NC 27699-2406. A copy should be sent to Sarah Barham, DSS Budget Officer, DHHS, DSS, 2417 MSC, Raleigh, NC 27699-2417. Please provide an email copy to your LBL.

Maintenance of Effort

To assist you in meeting MOE, you may request permission from the DSS Budget Office by using the attached form to exercise either or both of the below options. Up to a total of 10% of your MOE in Work First Block Grant (NOT 10% for each option) can be used. You should contact your LBL before making any of these choices.

IMPORTANT: *If either of these options is exercised, the county will **NOT** be considered for a reallocation of TANF 100% Federal funds (if the State is able to reallocate TANF funds).*

1. Automation: You may request to use the cost of automation that has been or will be purchased this fiscal year, and cost allocated on the DSS-1571 (not direct charges).

Note: If you submit a letter to the Controller and receive permission to direct charge the automation to WFBG MOE, that is already counting toward MOE and would not need to be requested under this option. If you are approved to exercise this option, you must submit receipts for the automation expenses to your LBL no later than June 4, 2004 in order to receive the MOE credit at year-end closeout.

2. Excess county spending in CPS IV-E Administration: You may request to use county dollars spent for CPS IV-E Administration over and above the MOE requirement for CPS IV-E Administration. That is, if you have exhausted the State allocation in CPS IV-E Administration, and you continue to code to this fund source, your county share increases to 50% of your expenditure. It no longer counts as true MOE, but you may request that the Budget Office count the additional county funds under this option, up to the 10% total allowable. Counties must complete the attached request form to receive this credit and forward to Kathy Sommese, NC DSS Budget Analyst, by June 4, 2004.

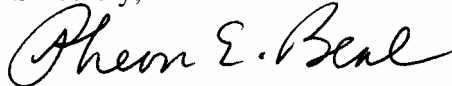
Reallocation of TANF Funds

To be eligible for TANF reallocation at year-end a county must meet MOE without assistance of the above MOE procedures. The county must have available an additional Work First Block Grant MOE match of 10% of the reallocation amount. Reallocations will be made only if funding is available. A request for reallocation must be made in writing by completing and forwarding the attached certification form to Kathy Sommese, NC DSS Budget Analyst.

Counties wishing to exercise the option(s) explained above **must** forward the attached certification sheet for approval to Kathy Sommese, Budget Analyst, at the Division of Social Services, 2417 Mail Service Center, Raleigh, NC 27699-2417; or by email at Kathy.Sommese@ncmail.net, **by close of business on June 4, 2004**. **Please include your email address** so that the Budget Office can confirm receipt of your request, as well as notify you as quickly as possible whether your plan is approved.

The Division staff will be available to assist counties, as plans are developed to meet the MOE requirement. If you need assistance, please contact your Local Business Liaison.

Sincerely,



Pheon E. Beal
Director

Cc: Jackie Sheppard Laketha Miller Jack Chappell
 Sherry Bradsher Debbie Hawkins DSS LBL

Standard County
MOE/CPS IV-E/Automation/Reallocation Request Certification Fiscal Year 2003-04

DUE TO THE NC DSS Budget Office by June 4, 2004.

Mail to:

Kathy Sommese
2417 MSC
Raleigh, NC 27699-2417 or

FAX to:

Kathy Sommese 919-733-7058 must be immediately followed-up with an original signed copy or

E-Mail to:

Kathy.Sommese@ncmail.net, must be immediately followed-up with an original signed copy.

County Name _____

Please initial (Director of County DSS) by each of the options listed below that you would like to exercise.

_____ CPS IV-E:

This certifies that we will exceed our required CPS IV-E spending. We request that any qualified overage of required spending be applied to assist in meeting MOE.

_____ Automation:

We request approval to use automation expenditures in the amount of \$_____, that have been cost allocated on the DSS 1571 to be applied toward MOE spending. We will send invoices to our LBL no later than June 4, 2003.

_____ TANF Reallocation:

We are requesting a reallocation of TANF overspending for any possible reallocation made. We are certifying that we will have at least 10% of the reallocation of Application Code 340 expenditures and/or MOE over expenditures to qualify as the 10% MOE match for reallocation. We have not requested to use Automation or CPS IV-E to met MOE.

Signature County DSS Director

Date