



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Social Services

ROY COOPER • Governor  
MANDY COHEN, MD, MPH • Secretary  
WAYNE E. BLACK • Director

June 27, 2018

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES  
ATTENTION: Child Support Managers and Supervisors

SUBJECT: INFORMATION: County Annual Report of Incentive Expenditures SFY2018

Pursuant to Session Law 2015-241; SECTION 12C.7(c), County Child Support Services Programs are required to:

1. Submit an annual plan describing how federal incentive funding would improve program effectiveness and efficiency as a condition of receiving federal incentive funder; and
2. Report annual on:
  - (i). how federal incentive funding has improved program effectiveness and efficiency and been reinvested into their programs;
  - (ii) provide documentation that the funds were spent per their annual plan; and
  - (iii) explain any deviations from their plans.

In previous years, the State Office of Child Support Services has used one form to gather the data required. For SFY2019, to simplify the process, the State Office of Child Support Services has decided to have counties first provide the Annual Report of Incentive Expenditures for SFY2018. This report is due on August 1, 2018. The document will be distributed to counties the first week of July 2018. A sample of the report is attached.

The document includes the following elements that are populated for each county:

- **TOTAL INCENTIVE FUNDS ESTIMATE REPORTED FOR SFY2018** (this is the amount the county estimated to receive and spend for SFY2018)
- **INCENTIVE FUNDS ADVANCED FOR SFY2018** (10.2017 – 06.2018) (this is the amount of incentive funds advanced to the county for SFY2018)
- **PARTIAL SETTLEMENT FOR FFY2016 DISBURSED 06.2018** (this is a partial settlement paid to the county for FFY2016 – the full settlement for FFY2016 has not yet been determined, however, once the information is received from the federal Office of Child Support Enforcement, the remaining settlement will be disbursed)
- **TOTAL INCENTIVE FUNDS PAID TO THE COUNTY DURING SFY2018** (this is the total of the amount advanced and the partial settlement paid)
- **EXPECTED OUTCOMES USING INCENTIVE FUNDS** (this is the information provided by the county regarding outcomes due to reinvesting incentive funds)

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- **SFY2017 versus SFY2018 PERFORMANCE MEASURE COMPARISONS FOR COUNTY** (this is informational only and provides each county's performance for SFY2018 as compared to SFY2017)

The document also includes the following information that **must** be completed by the county (these areas are highlighted in yellow):

- **TOTAL INCENTIVE EXPENDITURES REINVESTED DURING SFY2018** (this is the total amount the county spent of the total incentive funds received during SFY2018, including the partial settlement)
- **TOTAL INCENTIVE EXPENDITURES RETAINED BY COUNTY DURING SFY2018** (this is the total amount of the total incentive funds received during SFY2018, including the partial settlement, the county retained)
- **IF THERE WERE ANY CHANGES TO THE SFY INCENTIVE SPENDING PLAN, INDICATE THOSE CHANGES AND THE IMPACT ON THE OUTCOME OF PERFORMANCE MEASURES** (this section should be populated if there was a deviation in the original spending plan and indicate how the change impacted the outcomes, this section may also be used to indicate any explanation regarding final performance measure outcomes)

The County Annual Plan for Incentive Funds will be sent to the counties the first week in August 2018 and will be due September 1, 2018. More information will be provided in July 2018.

Should you have questions or need additional information, please contact Carla West at (919) 855-4405, Kristen Sigmon at (919) 855-4753 or Debbie Henderson at (919) 855-4455.

Sincerely,



Carla L. West, Section Chief

Attachment

cc: IV-D Regional Program Representatives  
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