



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

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

June 30, 2005

Dear County Director of Social Services In:

Alexander, Ashe, Bladen, Buncombe, Cabarrus, Carteret, Caswell, Catawba, Chatham, Cherokee, Clay, Craven, Gates, Graham, Halifax, Harnett, Haywood, Henderson, Iredell, Jackson, Johnston, Lee, Lincoln, McDowell, Macon, Moore, Orange, Person, Polk, Rowan, Rutherford, Swain, Wake, and Wayne counties.

Attention: Fiscal Officers and Child Welfare Services Program Managers

Subject: Reimbursement Instructions For Funding Allocated By The General Assembly In 2004 For New CPS Positions.

As you recall, last year the General Assembly appropriated a total of \$5 million in new funds to provide new staff to counties that had high caseloads per child protective services worker ratios. Signed into law by the Governor on July 20, 2004, House Bill 1414 stipulated that these funds could not be used to supplant any existing source of funding and must be used to increase the number of child protective services workers throughout the state. Working with a committee from the Director's Association, the Division used the most recent staffing survey data available at that time to develop the formula for distribution of those funds. A total of 89 new positions were allocated to 34 counties. The funding was a mixture of 20% TANF funds and 80% state funds.

The TANF portion of these new funds (20%) will be incorporated in the county's existing TANF CPS&FC/ADOPT allocation for child welfare staff and the 34 counties will receive their funding authorization in July that will reflect this increase. Counties will continue to claim reimbursement of the TANF CPS&FC/ADOPT funds expended for child welfare staff as they have done in the past, using existing reporting procedures.

In the very near future, the Controller's Office will be sending these 34 counties a letter containing new reporting procedures which were developed to facilitate reimbursement beginning with June 2005 services reimbursed in July 2005. The 34 counties will only use the new reporting procedures to claim reimbursement for the state funds portion (80%) of the new allocation for these new positions. The new procedures will be valid only for the amount of state funds available for your particular county for these positions.



When reporting for the new positions on the DSS-1571 Part I, DSS fiscal officers may use the new reporting procedures to allocate worker time when the worker has coded time to existing allowable combinations of Service Codes and Program Codes. The reporting instructions will consist of two sets of coding – one for IV-E-funded services and one for services funded with other sources. Fiscal Officers may use the coding for CPS-Expansion IV-E when the following Service Code/Program Code combinations appear for a new position on the Percentage of Time Report:

For CPS Expansion – IV-E:

215 with Z
219 with Z
228 with Z


Fiscal Officers may use the coding for CPS-Expansion - State when the following Service Code/Program Code combinations appear for a new position on the Percentage of Time Report:

For CPS Expansion – State:

210 with R, 0, 9, or 22
211 with R, 0, 9, or 22
212 with P, R, X, 0, 9, or 22
215 with N, R, X, 0, or 9
219 with N, R, X, 0, 9, or 30
220 with R or 0
228 with 22
229 with A, P, R, Y, or 0
230 with N, P, R, X, 0, 9, or 30
330 with A, N, P, R, X, Y, 0, 9, or 30
390 with N, P, R, V, 0, 9, 22, or 30

If you have any questions concerning these reporting instructions, please contact your Local Business Liaison or David Atkinson at David.Atkinson@ncmail.net.

Sincerely,



Jo Ann Lamm, Chief
Family Support and Child Welfare Services

cc: Sherry Bradsher Local Business Liaisons
Laketha M. Miller Children's Programs Representatives
Debbie Hawkins Hank Bowers
Sarah Barham
Family Support and Child Welfare Services Team Leaders

