

Social Services Monthly Updates

FEBRUARY 2016

Welcome to the debut "Social Services Monthly Updates" newsletter, an effort to streamline communication of important information regarding the programs supervised by our department and administered by our 100 County Social Services agencies. This update will supplement presentations provided to County Social Services directors and leadership during our monthly 100 county director conference call/webinars. Please share these updates with your leadership team, including program and fiscal managers. I encourage you to make suggestions so we can make this a more meaningful monthly communication tool.

Going forward, these updates will be published in advance of our monthly conference calls. There will be time at the beginning of each call to address any questions regarding information provided in these updates. Thank you!

Wayne E. Black
Director, N.C. Division of Social Services

NCDSS Budget Office

- Budget Estimate have been posted at:
<https://www2.ncdhhs.gov/dss/budget/estimates.htm>
- Please welcome two new LBL's Pam Graham and Margret Faircloth to the LBL team as announced on DCDL [BG-01-2016 February 11, 2016](#)
- Also, please welcome Jane Long who will be handling business related issues of NC-CoReLS. She will be included as one of the contacts in the email address:
DHHS.CORELS.SUPPORT@dhhs.nc.gov. Jane comes to us with experience as an LBL, NC DSS Budget Analyst and County DSS Finance Officer.

Child Support

NC DRR (Data Reliability Review) for Federal Fiscal Year 2015:
Data and reports will be reviewed and auditors will not sample cases.

The NCCSS Central Office will continue to review 3 critical areas:
(1) BOW Indicator; **(2)** PAI Indicator; and **(3)** CSUP not closed when the only or last child in the case has turned 18 and/or graduated from high school

IRS Reversals / IRS Interim Final Rule: Effective January 2016 the IRS has enacted a new law that limits the time period in which they can reverse erroneous tax refund offset collections from states. The central office is reviewing this interim rule with OCSE for clarifications.

Upcoming Events

March 1, 2016 – Statewide DSS Director and Fiscal Officer Webinar /Conference Call from 9am to 11:15am.

Please follow the link below to **register** for the meeting.

<https://attendee.gotowebinar.com/register/349894659458237954>

March 17-18, 2016 – Western Region Meeting (Buncombe HHS, Asheville)

April 6-8, 2016 – N.C. Employment & Training Association Spring 2016 Conference: Faming the Future: WIOA & Career Pathways (Greensboro NC). Please see web site www.nceta.org. to register.

Administrative/Dear County Letters

Please review the following website for Dear County Letters Issued in 2016.

[NC DSS 2016 Dear County Letters](#)

[NC DMA 2016 Dear County Letters](#)

Recordings of Monthly Director Webinars / Conference Calls

The recording of the meeting, the agenda, NC FAST presentation and the recent fiscal monitoring report available at:
<https://www2.ncdhhs.gov/dss/county/dssdirectormeetings.htm>



Nothing Compares

Operational Support Team (OST)

All DSS Directors have been contacted regarding requests for LEAN business process reviews or rapid improvement events. Requests for projects were received from the following counties: *Chatham, Davidson, Madison, McDowell, Pender Richmond, Yancey*. **Note:** More than one project can be requested and requests can still be submitted to Regina.Bell@dhhs.nc.gov.

Performance Management/Reporting

Look for an Admin Letter/CPPS Manual Update regarding system changes for Human Trafficking; Target date is before March 15th. In addition, look for a webinar and Admin Letter in early March regarding important system and procedural changes for EPICS.

A second informational webinar for NCF SAT-CSDW-Day Sheet webinar planned for Feb. 26, 2016;

Local Business Liaisons (LBLs)

- Budget [template](#) and [instructions](#) are now available
- Reminder: Review XS411 and all spending patterns including TANF/MOE
- WF EA Count – Please send this information to the assigned LBL for your county (Phil, Judy or Maggie) through December 2015 services
- LIHEAP and CIP Payments: Please review the Dear Director Letter and DSS Fiscal Manual for information concerning coding: [Fiscal Reporting Procedures for LIHEAP Benefit Payments](#) and [Crisis – Fiscal Manual - PART II](#)
- NC-CoReLS: All counties and standalone CSS offices should review the [NC-CoReLS](#) site, which contains FAQs and other pertinent information

NC DHHS/DSS Fiscal Monitors Reminders:

- Purchased services requiring a client SIS ID must be reported on the Part IV - check the SIS Manual
- All ADP expenditures are to be reported on the Part II using an ADP code
- Agencies must have a process in place to reconcile their Payroll Register to their General Ledger as costs are being missed, and over and under reported.
- Costs charged to your agency by the county finance department must be applied to one of the GL lines, and documentation of the cost (invoice) including a reconciliation or basis of the allocation of the cost to the agency is required.
- When supervisory and/or support staff complete day sheets for providing direct client services - make sure the total minutes for the month are calculated and reported.
- When moving time between fund sources - make sure the correct function/column is used.

OST Training

February Training Release

FNS Expedited Services
WF Policy Overview
WF Job Bonus
WF MRAs and Assessments
FNS Income Budgeting
Transitional Food and Nutrition Services
FNS Medical Deduction
MAGI 5 Percent Income Disregard
Alien Eligibility
Health Coverage for Workers with Disabilities
SNAP Evaluations
Work Registration / Verification
MAFM Determining the Assistance Unit, Budget Unit, and Need Unit

March Training Release

WF Sanctions / WF Benefit Diversion
MAGI Budgeting: Introduction
MAGI Budgeting: Household Composition
MAGI Budgeting: Income Determination
Categorically Eligible and Expanded
Categorically Eligible Policy Review
Timely and Untimely Recertification
Policy/Procedures
Changes in Situation for FNS Cases (Required Notices)

