



North Carolina Department of Health and Human Services
Office of the Controller

Michael F. Easley, Governor
Dempsey Benton, Secretary

Laketha M. Miller, Controller
(919) 733-0169

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LOCATION:
616 Oberlin Road
Raleigh, NC 27605

February 5, 2008

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Adoption Access Confidential Intermediary and Adoption Access Confidential Intermediary Case Management

Effective with **January services reimbursed February 08**, all counties excluding Indian counties will need to use the following codes to report the expenditures and fees for the Adoption Access CI on the DSS-1571.

Part IA: (Salary and Fringe Benefits)

Application Code **124**, Function Code **37**, Column **09** **Adoption Access CI** (Adopt Access CI) 100% County funds

Part II: There are no Part II coding requirements.

Part IV: (Purchase Services and Fees)

Fund ID "**J**" Adoption Access CI, Application Code **124**

Fund ID "**9**" Adoption Access CI Case Management (fees), Application Code **126**

There is no CFDA number for this fund. The related cost for this application code **124 and 126** will not be tracked on the XS411 report. In terms of overhead, for your Maximus software, this program will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
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Local Business Liaisons

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