



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

Michael F. Easley, Governor
Dempsey Benton, Secretary

Laketha M. Miller, Controller
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LOCATION:
616 Oberlin Road
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September 02, 2008

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Work First Functional Assessment

Effective retroactively to include July 2008 services, initial processing to begin during **August services reimbursed September 2008**, counties will need to use the following codes to report expenditures for Work First Functional Assessment on the DSS-1571 report.

Part I: There are no Part I coding requirements.

Part II: There are no Part II coding requirements.

Part IV: (Purchased Services)

Fund ID "T" Work First Functional Assessment, Application Code **118**

The CFDA number for Work First Functional Assessment is 93.558. The federal cost for this application code **118** will be tracked on the XS411 report under the description "*WF Funct Assess*". In terms of overhead, for your Maximus software, Work First Functional Assessment is only being tracked with Part IV coding thus overhead is not applicable.

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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