



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

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller
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LOCATION:
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March 31, 2010

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Food and Nutrition Services Contingency Administrative Fund

Effective beginning **March 2010 services reimbursed April 2010**, all counties, including Native American counties, will need to use the following codes to claim reimbursement for **Food and Nutrition Services FNS Contingency Admin** funds on the DSS-1571.

Part IB: (Salary and Fringe Benefits)

Application Code **031**, Function Code **65**, Column **11**, **FNS Contingency Admin** 100% Federal funds

Part II: (Administrative Expenditures and/or Purchased Services) The following codes will be tracked in application code 031, the reimbursement will be 100% Federal funds.

<i>Code</i>	<i>Fund</i>	<i>Description</i>
031	1	FNS Contingency Admin

Part IV: There is no Part IV coding requirements.

The CFDA number for this fund is 10.561. The related cost for application code 031 will be tracked on the XS411 report under the heading "FNS Contingency Admin". In terms of overhead, for your Maximus software, this program will **not** draw overhead from Service Supervision & Clerical, IV-D Supervision & Clerical or Joint Svc Workers & 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
Sherry S. Bradsher

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Local Business Liaisons

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