



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

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December 01, 2010

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for the Job Boost Grant.** The following counties have been approved for this grant: Alamance, Beaufort, Bladen, Brunswick, Burke, Cabarrus, Catawba, Cleveland, Columbus, Edgecombe Gaston, Guilford, Halifax, Harnett, Iredell, Lincoln, McDowell, Mecklenburg, Nash, Richmond, Robeson, Rockingham, Rutherford, Scotland, Vance, Wilkes, and Wilson Counties.

Effective with **November 2010 services reimbursed December 2010**, you will need to use the following codes to claim reimbursement for the **Job Boost Fund** on the DSS-1571 report. These related expenses may be retroactively claimed back to October 2010 service month.

**Part IA (Services and Fringe Benefits):** The Part I coding will be tracked as two application codes, application code **057 Job Boost Service** and application code **058 Job Boost Administration**. The service cost in application code 057 will be accessible to counties with **Function Code 54, Column 16**. The administrative cost will be tracked in application code 058. Application code 058 admin cost will accumulate automatically [similar to how cost are tracked with Function 03, Col. 11 for application codes 358 & 341] as they appear in the XS325 report. These applications are 100% federally funded.

**Part II: There are no Part II coding requirements.**

**Part IV (Purchased Services):** Counties will need to use **Fund ID "Y"** with the one of the applicable **Job Boost** service codes, **which is available in the SIS manual**. These purchased services are to be documented with a client identification number. Cost will be tracked in application code **057 Job Boost Services**.

The CFDA number is 93.714 for the Job Boost fund. The Allocated cost from application codes 057 and 058 will be tracked on the XS411 report under the heading Job Boost. In terms of overhead (for your Maximus software) these programs will **not** draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

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If you have any questions or concerns regarding these reporting procedures please contact your County's Local Business Liaison or the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel  
Jack W. Chappell  
Debbie Hawkins  
Myra K. Dixon  
Sherry S. Bradsher  
Kathy Sommese  
Local Business Liaisons  
Kelli Winters-Billman