



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:
616 Oberlin Road
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March 31, 2010

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the TANF ARRA Emergency Contingency Subsidized Employment Grant. The following counties have been approved for this grant; Alamance, Alexander, Anson, Bladen, Buncombe, Catawba, Columbus, Cumberland, Edgecombe, Greene, Guilford, Johnston, Lincoln, McDowell, Mecklenburg, Nash, Orange, Richmond, Rutherford, Sampson, Wayne, Wilkes, and Wilson Counties

Effective with March 2010 services reimbursed April 2010, you will need to use the following codes to claim reimbursement for the TANF Subsidized Employment on the DSS-1571 report. These related expenses may be retroactively claimed back to January 2010 service month.

Part IA (Services and Fringe Benefits): The Part I coding will be tracked as two application codes, application code 045 TANF Subsidized Employment Service and application code 046 TANF Subsidized Employment Administration. The service cost in application code 045 will be accessible to counties with Function Code 54, Column 14. The administrative cost will be tracked in application code 046. Application code 046 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 (Administrative Expenditure and/or Purchased Services): This application code is 100% Federal funded.

Table with 3 columns: Part II Code & Application Code, Fund, and Description. Row 1: 045, 1, TANF Subsidized Employment Svc

Part IV (Purchased Services): Counties will need to use Fund ID "Y" with the applicable TANF Subsidized Employment service code, which is available in the SIS manual. These purchased services are documented with a client identification number. Cost will be tracked in application code 045 TANF Subsidized Employment Services.

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The CFDA number is 93.714 for the TANF Subsidized Employment fund. The Allocated cost from application codes 045 and 046 will be tracked on the XS411 report under the heading TANF Subsidized Employment. 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.

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

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
Jack W. Chappell
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Local Business Liaisons
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