



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

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

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

MAILING ADDRESS:  
2019 Mail Service Center  
Raleigh, NC 27699-2019

LOCATION:  
616 Oberlin Road  
Raleigh, NC 27605

August 13, 2010

Dear County Director of Social Services:

**Subject: Revised Fiscal Reporting Procedures for the Work First Functional Assessment**

Effective retroactively to include June 2010 services, initial processing to begin during **July services reimbursed August 2010**, counties will need to use the following codes to report expenditures pertaining to Work First Functional Assessment Services on the DSS-1571 report. As stated in the Program Dear County letter dated July 29, 2010 the Work First Functional Assessment fund is no longer available.

**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 Block Grant, Application Code **238** 100% Federal Funding

Fund ID "W" Work First Block Grant (MOE), Application Code **221**

The service code for both of the Fund Identification codes is available in the SIS manual.

The federal cost for the Work First Block Grant application code **238** is tracked on the XS411 report under the description "*Work First (WF) Federal*". In terms of overhead, for your Maximus software, with the Work First reporting only being tracked with Part IV coding, 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,

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel  
Sherry S. Bradsher

Jack W. Chappell  
Kathy Sommese

Debbie Hawkins  
Local Business Liaisons

Myra K. Dixon  
Kelli Winters-Billman