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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November 30, 2011

Dear County Director of Social Services:

Subject: **Fiscal Reporting Procedures for the Adolescent Parenting Program (Non-Reimbursable)**

Effective with **October 2011 services reimbursed November 2011**, the following counties: **Onslow and Orange** will need to use the coding which is listed below to report cost for the **Adolescent Parenting Non-Reimb Program** on the DSS-1571 reports.

Part IA (Services and Fringe Benefits):

Application code 386   Function Code 17, Column 18

Part II: There are no Part II coding requirements.

Part IV (Purchased Services): Counties will need to use **Fund ID "X"** with the appropriate service code for the **Adolescent Parenting Non-Reimb services**. The service code for the Adolescent Parenting Non-Reimb 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 386 *Adolescent Parenting Non-Reimb*.

There is no CFDA number for the *Adolescent Parenting Non-Reimbursable*. There is no Allocated cost from application codes 386. In terms of overhead (for your Maximus software) application code 386, 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 the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

Laketha M. Miller

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
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