



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

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Lanier M. Cansler, Secretary

Laketha M. Miller, Controller
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LOCATION:
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August 01, 2011

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for Adult Protective Services (APS)-SSBG fund

Effective with July 2011 services reimbursed August 2011, we are reopening the following coding, it will be valid for the following counties to claim reimbursement through the DSS-1571 for the Adult Protective Services-SSBG fund: **Alamance, Bertie, Cabarrus, Caldwell, Catawba, Cherokee, Chowan, Cleveland, Craven, Cumberland, Currituck, Duplin, Durham, Edgecombe, Forsyth, Gaston, Graham, Guilford, Harnett, Haywood, Henderson, Hertford, Iredell, Johnston, Lee, Lenoir, Lincoln, Macon, Mecklenburg, Moore, Nash, New Hanover, Onslow, Pasquotank, Pender, Perquimans, Person, Pitt, Polk, Randolph, Richmond, Robeson, Rowan, Rutherford, Union, Wake, Warren, Watauga, Wilkes, Wilson, Yadkin, Yancey**

Part IA (Salary and Fringe Benefits):

Application code 170 Function Code 03, column 12 APS 75% Federal and 25% County

Part II (Administrative Expenditures and/or Purchased Services): The following codes will be tracked in application code 170; the reimbursement will be 75% Federal and 25% County funds.

<i>Code</i>	<i>Fund</i>	<i>Description</i>
170	1	APS-SSBG

Part IV (Purchased Services Requiring Client ID): Counties will need to use **Fund ID “H”** with the applicable service code for the **Adult Protective Services (APS)-SSBG**. The service code for **Adult Protective Services (APS)-SSBG** is available in the SIS Manual. These purchased services are to be documented with a client identification number. Cost will be tracked as **APS in application code 170**.

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The CFDA number for Adult Protective Services-SSBG is 93.667. The reported expenditures from application code 170 will be tracked on the XS411 report under the heading ***Adult Protective Svc-SSBG***. In terms of overhead (for your Maximus software) this program will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & 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,



Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
Sherry S. Bradsher

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Local Business Liaisons

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