



## 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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August 01, 2011

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for the TANF Contingency, Job Boost Phase II**

Effective with July 2011 services reimbursed August 2011, the following counties: **Anson, Ashe, Beaufort, Bertie, Bladen, Brunswick, Catawba, Cleveland, Edgecombe, Forsyth, Guilford, Harnett, Hertford, Iredell, Lenoir, Lincoln, McDowell, Mecklenburg, Nash, Richmond, Robeson, Rutherford, Scotland, Vance, Wake, Warren, Wilkes, and Wilson** will need to use the coding which is listed below to claim reimbursement for the **TANF Contingency Job Boost Phase II Fund** on the DSS-1571 reports.

**Part IA (Services and Fringe Benefits):** The Part I coding will be tracked as two application codes, application code **081 TANF Contingency Job Boost Service** and application code **083 TANF Contingency, Job Boost Administration**. The service cost in application code 081 will be accessible to counties with **Function Code 54, Column 15**. The administrative cost will be tracked in application code 083 **Function Code 54, Column 16**. As well application code 083 administration 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 applicable service code for the **TANF Contingency, Job Boost Phase II**. The service codes for this TANF Contingency Job Boost Phase II are available in the SIS Manual. These purchased services are to be documented with a client identification number. Cost will be tracked in application code 081 TANF Contingency *Job Boost Services*.

The CFDA number is 93.588 for the TANF Contingency Job Boost fund. The Allocated cost from application codes 081 and 083 will be tracked on the XS411 report under the heading TANF Conting. Job Boost II. In terms of overhead (for your Maximus software) application codes 081 and 083, 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,

A handwritten signature in black ink that reads "Laketha M. Miller". The signature is written in a cursive style with a large initial "L".

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