



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

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October 17, 2011

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the TANF, Job Boost

Effective with **September 2011 services reimbursed October 2011**, the following counties: **Anson, Ashe, Alexander, Beaufort, Bertie, Bladen, Brunswick, Caldwell, Catawba, Cleveland, Edgecombe, Forsyth, Guilford, Harnett, Hertford, Iredell, Lenoir, Lincoln, McDowell, Mecklenburg, Nash, Pitt, 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 Job Boost 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 **144 TANF Job Boost Service** and application code **149 TANF Job Boost Administration**. The service cost in application code 144 will be accessible to counties with **Function Code 54, Column 15**. The administrative cost will be tracked in application code 149 **Function Code 54, Column 16**. As well application code 149 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.

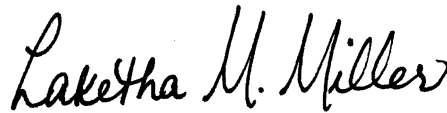
Part IV (Purchased Services): Counties will need to use **Fund ID "Y"** with the applicable service code for the **TANF Job Boost**. The service codes for this TANF Job Boost **are available in the SIS Manual**. These purchased services are to be documented with a client identification number. Cost will be tracked in application code 144 **TANF Job Boost Services**.

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The CFDA number is 93.558 for the TANF Job Boost fund. The Allocated cost from application codes 144 and 149 will be tracked on the XS411 report under the heading TANF Job Boost. In terms of overhead (for your Maximus software) application codes 144 and 149, 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

LMM/mkd

cc: DSS-1571 Contact Personnel
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