



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

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January 25, 2012

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Non-Reimbursable, Non-Eligible Codes Created to Align with Open Window Requirements

Effective beginning with **January 2012 services reimbursed February 2012**, all DSS counties will need to use the following new codes listed below to report these **four non-eligible programs (Non-Eligible At Risk Case Mgmt; Non-Eligible At Risk Med Eligible; Non-Eligible Emergency Energy Assistance; and Non-Eligible Subsidized Child Care)** which are **currently** reported as SIS service code N application code 453 funds on the DSS-1571.

With the implementation of "Open Window", we are required to report cost to the described service. Thus cost reported to the SIS service code N must be coded to its defined service. This will limit blending of services for "Open Window" reporting.

Part IA (Salary and Fringe Benefits):

Non-Eligible-At Risk Case Mgmt

Application code 500	Function Code 02, Column 18	100% County	SIS Svc 095, 397, 091
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Non-Eligible-At Risk Med Eligible

Application code 501	Function Code 05, Column 18	100% County	SIS Svc 395
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Non-Eligible Emergency Energy Assistance

Application code 502	Function Code 03, Column 18	100% County	SIS Svc 991
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Non-Eligible Emergency Energy Eligibility Specialist

Application code 502	Function Code 64, Column 18	100% County	SIS Svc 991
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Non-Eligible Subsidized Child Care

Application code 503	Function Code 04, Column 18	100% County	SIS Svc 002, 816
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Part II (Administrative Expenditures and/or Purchased Services): The following code for *Non Eligible Emergency Energy Assistance* will be tracked in application code 502; this will be a 100% County code.

Code	Fund	Description	SIS Svc
502	4	N-Elig Emerg Energ Assist	991

Part IV (Purchased Services): None of these codes have requirement for Part IV coding.

There is no CFDA number for any of these funds. The related cost for the *application codes* will not be tracked on the XS411c report. In terms of overhead (for your Maximums software) *Non-Eligible Emergency Energy Eligibility Specialist Part I Function 64 column 18* will not draw overhead from Services Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers Services & IV-D. Also in terms of overhead (for your Maximums software) for *Non-Eligible At Risk Case Mgmt, Non-Eligible At Risk Med Eligible, Non-Eligible Emergency Energy Assistance, and Non-Eligible Subsidized Child Care* these codes will not draw overhead from Income Maintenance Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers Income Maintenance & 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
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