



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

Beverly Eaves Perdue, Governor  
Albert A. Delia, Acting Secretary

Laketha M. Miller, Controller

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1050 Umstead Drive  
Raleigh, NC 27608

June 29, 2012

Dear County Director of Social Services:

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

Effective with **June 2012 services reimbursed July 2012**, the following counties: **Onslow and Orange** will need to use the coding which is listed below to report cost for the **Adolescent Parenting Administration Non-Reimb Program** on the DSS-1571 reports.

**Part IA (Services and Fringe Benefits):**

Application code 384      Function Code 13, Column 18

**Part II: There is no Part II coding requirements.**

**Part IV (Purchased Services): There is no Part IV coding requirements.**

There is no CFDA number for the *Adolescent Parenting Administration Non-Reimbursable*. There is no Allocated cost from application code 384. In terms of overhead (for your Maximus software), application code 384 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) 527-6150.

Sincerely,

A handwritten signature in black ink that reads "Laketha M. Miller".

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel  
Sherry S. Bradsher

Jack W. Chappell  
Kathy Sommese

Debbie Hawkins  
Local Business Liaisons

Myra K. Dixon  
Kelli Winters-Billman