



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

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
  
Laketha M. Miller  
Controller

February 06, 2013

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for the, Job Boost Phase II Private Grant**

Effective with **January 2013 services reimbursed February 2013**, the following counties: **Mecklenburg, and Wilson** will need to use the coding which is listed below to claim reimbursement for the **Job Boost Phase II Private Grant** on the DSS-1571 reports.

**Part IA (Services and Fringe Benefits):** The Part I coding will be tracked as application code **071 Job Boost Phase II Private Grant**. This application code is 100% privately funded which allows it be shown as state share on all financial reporting. Application Code **071, Job Boost II PVT** is Function Code 54, Column 15.

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

**Part IV (Purchased Services):** Counties will need to use **Fund ID "5"** with the applicable service code for the **Job Boost Phase II Private Grant**. The service codes for Job Boost Phase II Private are available in the SIS Manual. These purchased services are to be documented with a client identification number. Cost will be tracked in Part IV purchased services with application code **071 Job Boost II PVT**.

There is no CFDA number for the Job Boost Phase II Private Grant. The allocation funding from application codes 071 will not be tracked on the XS411 report. In terms of overhead (for your Maximus software) with application code 071, it will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

www.ncdhhs.gov • www.ncdhhs.gov/control  
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Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019  
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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,

  
Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel

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