



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

May 03, 2013

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures regarding Permanency Planning

Effective beginning April 2013 services reimbursed May 2013, all counties, including Native American counties, will need to use the following codes to claim reimbursement for **Permanency Planning** on the DSS-1571. These expenditures are eligible to be claimed using the following coding retroactively from June 2012 service month.

Part IA (Services and Fringe Benefits): The Part I Permanency Planning coding will be tracked as eight application codes in order to capture the services and the administrative cost separately for all applicable program services.

-application code **368 Permanency Planning Foster Care Services** and application code **328 Permanency Planning Foster Care Administration**. The service cost in application code 368 will be accessible to counties with **Function Code 20, Column 14**.

-application code **486 Permanency Planning Family Support Services** and application code **476 Permanency Planning Family Support Administration**. The service cost in application code 486 will be accessible to counties with **Function Code 20, Column 13**.

-application code **090 Permanency Planning Adoption Services** and application code **070 Permanency Planning Adoption Administration**. The service cost in application code 090 will be accessible to counties with **Function Code 20, Column 12**.

-application code **366 Permanency Planning CPS Services** and application code **326 Permanency Planning CPS Administration**. The service cost in application code 366 will be accessible to counties with **Function Code 20, Column 11**.

The administrative cost will be tracked in Permanency Planning application codes 328 FC, 476 Fam S, 070 Adopt, and 326 CPS. Application codes 328, 476, 070, and 326 admin 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 all 75% federally funded.

www.ncdhhs.gov • www.ncdhhs.gov/control
Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019
An Equal Opportunity / Affirmative Action Employer



Part II: (Administrative Expenditures and/or Purchased Services) The following codes will be used on Part II to track Permanency Planning Services in application code 368 Foster Care services and 090 Adoption services the percentage share will be 75.0% Federal 00.0% State and 25.0% County

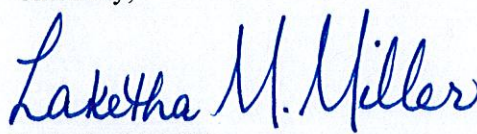
<i>Code</i>	<i>Fund</i>	<i>Description</i>
368	1	Permanency Planning Foster Care Services
090	1	Permanency Planning Adoption Services

Part IV (Purchased Services): Counties will need to use **Fund ID "G"** with the applicable service code for the **Permanency Planning (IV-B 1) Grant**. The service codes associated with Permanency Planning have not changed as well associated service code details 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 codes 368 FC, 486 Fam S, 090 Adopt, and 366 CPS.

The CFDA number is 93.645 for this fund. The related cost for application codes 368, 486, 090 and 366 will be tracked on the XS411 report as **Permanency Planning Services**. As well the related cost for application codes 328, 476, 070 and 326 will be tracked on the XS411 report separately under the title **Permanency Planning Admin**. In terms of overhead for the application code in your Maximus software, this program will not draw overhead from Income Maintenance Supervision & Clerical, IV-D Supervision & Clerical or Joint IM & IV-D Workers.

If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration Accounting Unit at (919) 527-6133.

Sincerely,



Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
Jack W. Chappell
Jack Rogers
Debbie Hawkins
Myra K. Dixon
Sherry S. Bradsher
Kathy Sommese
Local Business Liaisons
Kelli Winters-Billman