



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

September 30, 2013

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures regarding the Child Welfare State In Home Fund

Effective beginning **September 2013 services reimbursed October 2013** all regular DSS counties will need to use the following codes to claim reimbursement for **Child Welfare State In Home** (Non-IVE) on their DSS-1571 report. These expenditures are eligible to be claimed retroactively for services from the June 2013 service month.

Part IA: (Service- Salary and Fringe Benefits)

Application Code 350, Function Code 37, Column 10, **Child Welfare State In Home Services (Child Wlfr StNHm)** 100% State funds

Part II: (Administrative Expenditures and/or Purchased Services) There is no Part II coding requirements

Part IV: (Purchased Services requiring client ID). Counties will need to use **Fund ID "Z"** on Part IV of the DSS 1571 reporting with the appropriate service code for the **Child Welfare State In Home Services**. The service codes associated to Child Welfare State In Home are available in the SIS Manual, purchased services are to be reported with a client identification number on Part IV. The associated purchased services cost for Child Welfare State In Home will be tracked on Part IV with *application code* 350 and can be reviewed in the 338MCR monthly report by the *350 application code*.

There is no CFDA number for this fund. **Child Welfare State In Home** is a capped allocated fund thus cost for application code 350 will be tracked on the DHHS XS411c report under the title **Child Welfare SInHm**.

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.

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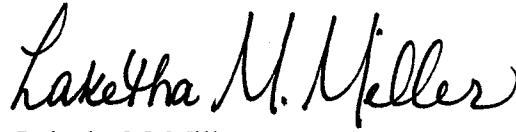
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If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration Accounting Unit at (919) 527-6150.

Sincerely,



Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
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