



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

November 11, 2014

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures regarding the Child Protective Services (CPS) State Fund**

Effective beginning **October 2014 services reimbursed November 2014** all regular DSS counties **including** Native American counties will need to use the following codes to claim reimbursement for **Child Protective Services (CPS) State** on their DSS-1571 report.

**Part IA: (Service- Salary and Fringe Benefits)**

Application Code 115, Function Code 25, Column 15, **Child Protective Services (CPS) State** 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 "N"** on Part IV of the DSS 1571 reporting with the appropriate service code for the **Child Protective Services (CPS) State**. The service codes associated to Child Protective Services (CPS) State 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 Protective Services (CPS) State will be tracked on Part IV with *application codes 115* and can be reviewed in the 338MCR monthly report by the 115 application code.

There is no CFDA number for this fund. **Child Protective Services (CPS) State** is a capped allocated fund thus cost for application code 115 will be tracked on the DHHS XS411c report under the title **CPS State**.

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 any activities were previously reported to these application codes or the functions and columns please *end-date* you Maximus Ledger Suite for those old codes to avoid errors in county data transmission.

www.ncdhhs.gov • www.ncdhhs.gov/control  
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Fiscal Reporting Procedures regarding the **Child Protective Services (CPS) State**

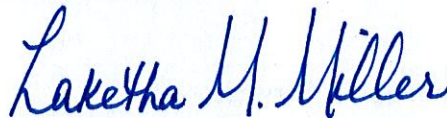
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Additional information detailing **Child Protective Services (CPS) State** can be accessed at <http://www.ncdhhs.gov/dss/dcdl/dssdirector/DIR-08-2014.pdf> . As well you may review online the Performance Management change notice instruction at [CN-SIS-05-14](#).

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