



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

December 2, 2014

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures regarding the State Child Protective Services Caseload Reduction Fund**

Effective beginning **November 2014 services reimbursed December 2014** for the following counties Alexander, Alleghany, Brunswick, Burke, Catawba, Columbus, Cumberland, Davidson, Davie, Forsyth, Guilford, Harnett, Iredell, Johnston, Lenoir, Lincoln, Mecklenburg, Montgomery, Nash, Person, Pitt, Richmond, Rowan, Rutherford, Scotland, Stanly, Stokes, Transylvania, Vance, and Wake will need to use the following codes to claim reimbursement for on their DSS-1571 report. This coding will be available retroactively for October 2014 services.

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

Application Code 103, Function Code 25, Column 13, **State Child Protective Services Caseload Reduction (St CPS Caseload Redu)** 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) There is no Part IV coding requirements**

There is no CFDA number for this fund. **State Child Protective Services Caseload Reduction** is a capped allocated fund thus cost for application code 103 will be tracked on the DHHS XS411c report under the title **Qtrly StCPS Csld Redu**.

In terms of overhead for the application 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* your Maximus Ledger Suite for those old codes to avoid errors in county data transmission.

Additional information detailing the **State Child Protective Services Caseload Reduction** can be accessed at <http://www.ncdhhs.gov/dss/dcdl/Budget/BG-09-2014.pdf>. As well you may review online the Performance Management change notice instruction at [CN-SIS-06-14](#).

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/control](http://www.ncdhhs.gov/control)

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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

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