



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

Pat McCrory  
Governor

Richard O. Brajer  
Secretary DHHS  
Laketha M. Miller  
Controller

November 03, 2015

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for Child Support Enforcement Paralegal Services**

Effective beginning **September 2015 services reimbursed October 2015**, all counties, excluding Native American counties, will need to use the following codes to report for **Child Support Enforcement (CSE) Paralegal Services** on the DSS-1571 report.

**Part IC (Salary and Fringe Benefits):** The following codes will be tracked as application code 428; the percentage distribution for this code will be 66% Federal and 34% County funds.  
Application Code **428**, Function Code **79**, Column **12**, **IV-D Paralegal Services (IV-D Paralegal Svc)** 66% Federal 34% Cnty funding

**Part II:** There is no Part II coding requirements for Administrative Expenditures and/or Purchased Services.

**Part IV:** There is no Part IV coding requirements for reporting services with a client identification number.

The CFDA number for this fund is 93.563. The related cost for application code 428 "IV-D Paralegal Services" will not be tracked on the XS411 report. In terms of overhead the funds for application codes 428 in your Maximus software, this program will **not** draw overhead from Service Supervision & Clerical, Income Maintenance Supervision & Clerical or Joint IM & Svc Workers.

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

Sincerely,

  
Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel    Jeannie Betts    Lem Harris    Myra K. Dixon  
Wayne Black    Kathy Sommese    Local Business Liaisons  
Kelli Winters-Billman    help@maximussupport

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