



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 12, 2015

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures regarding Employment and Training SNAP 100% reimbursement

Effective beginning **October 2015** services reimbursed **November 2015**, Mecklenburg and Orange Counties will need to use the following code to claim reimbursement for **100% Employment and Training SNAP** on their DSS-1571 report.

Part IA: (Service- Salary and Fringe Benefits)

Application Code 466, Function Code 11, Column 09, **100% Employment and Training SNAP (100% E&T SNAP)** 100% Federal 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.

The CFDA number for this fund is 10.561. **100% Employment and Training SNAP** is not an allocated capped fund thus cost for application code 466 will not be tracked on the DSS XS411c report.

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.

These are additional details to help counties further understand the **100% E&T SNAP** reporting. You may review online the Performance Management change notice instruction SIS change notice [CN-SIS-02-15](#).

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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: Jeannie Betts
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