



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

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October 9, 2003

Dear County Director of Social Services:

**Subject: DSS-1571 Reporting Procedures for the (15) Counties  
Receiving LIHEAP Disaster Funds (CIP and Energy Admin.)**

Effective with September 2003 services paid October 2003, the following codes must be used to claim reimbursement for the Crisis Intervention Prevention (CIP) Disaster payments and Energy Admin. Disaster related to Hurricane Isabel on the DSS-1571. *Please note that the CIP Disaster and Energy Admin. Disaster funds will end with the reimbursement of February 2004 services paid March 2004.*

**Part IA:** Function Code 03, Column 16 must be used to report the salary and fringe benefits for staff. Reimbursement via County Administration is 100% Federal. This program will be tracked under application code 420 on the XS325, XS335 and XS337 reports with the title "Energy Adm. Disaster."

**Part II: Administrative Expenditures and/or Purchased Services):** CIP payments must be reported with the Part II Code 374, Fund "1" with the description "CIP Disaster." Expenditures and reimbursement will be tracked on the DSS-1571 reports under application code 374. The reimbursement rate is 100% Federal.

Contracted staff for Energy Admin. not reported on the Part IA may be reported on the Part II using Code 420, Fund "1", with reimbursement tracked under application code 420.

There will be no Part IV reporting. Federal dollars from application code 420 will be tracked on the XS411 under the heading entitled "Energy Assist." Federal dollars from application code 374 will be tracked on the XS411 under the heading entitled "Crisis Intervention." For purposes of your Maximus software, application code 420 will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM and IV-D.

If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/rlb

cc: DSS-1571 Contact Personnel Jack W. Chappell Debbie Hawkins Roxane L. Bernard  
Pheon Beal Sarah Barham Business Liaisons Diane Blaschko