

North Carolina Department of Health and Human Services
Office of the Controller
616 Oberlin Road
Raleigh, North Carolina 27605

Courier # 56-20-01

James B. Hunt, Jr., Governor
Joyce H. Johnson, Controller
H. David Bruton, M.D., Secretary (919) 733-0169

June 1, 1998

Dear County Director of Social Services:

Subject: Reporting Procedures for Counties Receiving Families For Kids State Funds

By now you should have received a letter (Dear *Families for Kids* Director of Social Services) from the DSS Children's Services Section dated May 29, 1998. The letter relayed programmatic and funding information for the Families For Kids program. Effective with the reporting of June 1998 services, please utilize the following reporting procedures to claim reimbursement via the DSS-1571.

Part IA (*Salary & Fringe Benefits*):

IV-E

Training: Function Code 23, Column 09 IV-E Eligible (Reimbursed 75% Fed, 25% State Funds)

Function Code 23, Column 10 IV-E Eligible (Reimbursed 75% Fed, 25% County Funds)

Admin: Function Code 23, Column 12 IV-E Eligible (Reimbursed 50% Fed, 50% State Funds)

Function Code 23, Column 13 IV-E Eligible (Reimbursed 50% Fed, 50% County Funds)

Non IV-E Function Code 23, Column 11 Non IV-E (Reimbursed 100% State Funds)

Function Code 23, Column 18 Non-IV-E (Reimbursed 100% County Funds)

Part II (*Administrative Expenditures*):

Counties who direct charge or counties reporting special direct charge purchases for which written approval has been requested and granted, must report expenditures using the following codes. All other expenditures must be reported using the (cost pooling) General Services Support Code 349.

IV-E

Training: IV-E Eligible Code 013, Fund "1", Description: IV-E FFK Trgn/State

IV-E Eligible Code 014, Fund "1", Description: IV-E FFK Trgn/County

Admin: IV-E Eligible Code 016, Fund "1", Description: IV-E FFK Admin/State

IV-E Eligible Code 017, Fund "1", Description: IV-E-FFK Admin/County

Non IV-E Non IV-E Code 015, Fund "1", Description: Fam For Kids State

Non IV-E Code 450, Fund "4", Description: Fam For Kids County

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Part IV (*Purchased Services*):

Purchased services should be reported by client on the Part IV as follows:

IV-E

Training: IV-E Eligible (Reimbursed with IV-E & State) Service Code 400, Fund ID "D"

IV-E Eligible (Reimbursed with IV-E & County) Service Code 400, Fund ID "J"

Admin: IV-E Eligible (Reimbursed with IV-E & State) Service Code 430, Fund ID "D"

IV-E Eligible (Reimbursed with IV-E & County) Service Code 430, Fund ID "J"

Non IV-E Non-IV-E (Reimbursed with 100% State) Service Code 400 or 430, Fund ID "U"

Non-IV-E (Reimbursed with 100% County) Service Code 400 or 430, Fund ID "9"

If a total cost contract is entered into, the DSS-1571 Part III must accompany the Part IV.

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

Sincerely,

[signed]

Joyce H. Johnson, Controller

JHJ:tlp

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