



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

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LOCATION:
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October 31, 2001

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the TANF Housing Initiative Program For Buncombe, Catawba, Durham, Edgecombe, Forsyth, Mecklenburg, Orange, and Wake Counties

Effective with October 2001 services reimbursed November 2001 and in accordance with the current SIS Update, the following codes must be used to claim reimbursement through the DSS-1571 for the TANF Housing Initiative:

Housing Subsidies/THI

Part IV (Purchased Services): Fund ID "X" must be used for the applicable purchased services requiring a client ID that will be reported on the Part IV. This cost will be tracked in application code 240. The title of this application code is "**Housing Subsidies/THI.**"

WF Hsng OTHS/THI

Part IA: Function Code 54, Column Code 13 must be used to report salary and fringe benefits for staff. Reimbursement via County Administration is 100% Federal. This program will be tracked under new application code 241 (Services) on the XS325, XS335, and XS337 using the title "**WF Hsng OTHS/THI.**"

Part II Administrative Expenditures and/or Purchased Services): Part II Code 241, Fund "1" will be used to report the purchased services that does not require a client ID. This cost will be tracked in application code 241. The appropriate cost pooling code is 349, Fund 1.

WF Hou Pilot Adm/THI

Part II Administrative Expenditures and/or Purchased Services): Part II Code 271, Fund "1" will be used to report the purchased services that does not require a client ID. This cost will be tracked in application code 271. The title of this application code is "**WF Hou Pilot Adm/THI.**" The appropriate cost pooling code is 349, Fund 1.

These programs will not be tracked on the XS411. In terms of overhead (for your DMG software), these programs will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

Work First Housing Pilot:

- **Code 275, Fund 1 for reimbursement from TANF 100% Federal - The description on reimbursement reports will be "WF Housing Pilots Admin (100% Fed)." Cost will be shown with the application code 275 in the "Services" section of the reports.**

Cost from application code 275 will be tracked on the XS411 under the Work First Admin Federal heading. In terms of overhead (for purposes of your DMG software), application codes and 275 **will not** draw any overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & 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]

Gary H. Fuquay

GHF:rlb

cc:
DSS-1571 Contact Personnel

Business Liaisons

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