



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

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February 6, 2002

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for Housing Expenditures from the Work First Block Grant

It appears there may have been some misunderstanding of the "Dear County Director of Social Services" letter dated October 31, 2001 on the above subject (formerly called Work First Housing Pilot). We hope this letter will clarify the reporting procedures surrounding this funding source.

Effective with October 2001 services reimbursed November 2001 the following DSS-1571 Part II code have been set up to report the contracting of the administration of your expenditures when using funds from the Work First Block Grant. **ALL** counties can use this code for housing expenditures from the Work First Block Grant:

Code 275, Fund 1 for reimbursement from TANF 100% Federal - The description on reimbursement reports will be "WF Block Grant Hsng." 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 code 275 will not draw any overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

Please note: Code 274, Fund 1 is an obsolete code and is no longer valid.

If you have 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:dh

cc: Jack W. Chappell
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Roxane L. Bernard
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DSS-1571 Contact Personnel