



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

Michael F. Easley, Governor

Gary H. Fuquay, Controller

Carmen Hooker Odom, Secretary

(919) 733-0169

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

LOCATION:
616 Oberlin Road
Raleigh, NC 27605

February 6, 2002

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

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. We hope this letter will clarify the reporting procedures surrounding this funding source. We also will need the counties who have incorrectly coded these expenses to correct the coding back to the beginning of the fiscal year.

Effective with October 2001 services reimbursed November 2001 and in accordance with the SIS Update 04-01, the following codes (which includes three (3) different application codes) and program code 11 must be used to claim reimbursement through the DSS-1571 for the TANF Housing Initiative:

Housing Subsidies/THI

Part IV (Purchased Services): The SIS Update indicates *Housing Subsidies That Do Not Meet Federal Definition of "Assistance"* (service code 574) and *Housing Subsidies That Meet Definition of "Assistance"* (service code 576) may be purchased, but requires client ID. Fund ID "X" must be used for the applicable purchased services requiring a client ID that will be reported on the Part IV. Reimbursement is

100% federal and will be tracked under application code 240 in the "Services" section of the reports. The title of this application code is "**Housng 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 application code 241 using the title of "**WF Hsng OTHS/THI.**"

Part II Administrative Expenditures and/or Purchased Services): The SIS Update indicates Work First Housing Expenditures - Other Than Housing Subsidies (service code 575) may be purchased, but requires no client ID. Part II Code 241, Fund "1" will be used to report the purchased services that does not require a client ID. Cost will be tracked in application code 241 in the "Services" section of the reports. The appropriate cost pooling code is 349, Fund 1.

WF Hou Adm/THI (formerly called 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. Reimbursement is 100% federal and will be tracked under application code 271 in the "Services" section of the reports. The title of this application code is "**WF Hou Adm/THI.**" The appropriate cost pooling code is 349, Fund 1. This code is to be used to record administration expenditures if contracting the entire (administration, services, and subsidies) Housing Initiative Program.

The above 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.

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:dh

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