



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

Michael F. Easley, Governor

Gary H. Fuquay, Controller

Carmen Hooker Odom, Secretary

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LOCATION:
616 Oberlin Road
Raleigh, NC 27605

March 14, 2002

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Wake Electric Round-up Program
For Durham, Franklin, Granville, Johnston, Nash, Vance, and Wake Counties

Effective with February 2002 services reimbursed March 2002, and in accordance with Change Notice for Energy Manual 1-2002, please use the following DSS-1571 Part II codes to claim reimbursement for the Wake Electric Round-up program:

Part II Administrative Expenditures and/or Purchased Services): Part II Code 106, Fund "1" will be used to report the **purchased services** that do **not** require a client ID. These costs will be tracked in application code 106 in the "Income Maintenance" section of all reports. This is 100% State.

This program **will not** be tracked on the XS411. In terms of overhead (for purposes of your DMG software), application code 106 **will not** draw any overhead.

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:

Jack W. Chappell

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Business Liaisons

DSS-1571 Contact Personnel