



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

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LOCATION:
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April 16, 2003

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Repatriation Program/Funds

Effective with March 2003 services reimbursed April 2003 and in accordance with the SIS Change No. 01-03, the following codes must be used to claim reimbursement through the DSS-1571 for costs associated with operating the Emergency Repatriation Program.

Funding of these activities noted below indicate they are 100% State; however, these type repatriation funds are federal funds passed along to North Carolina through the International Social Service, a nonprofit international social work agency. Since North Carolina receives funding from a non-federal agency, the funds must be classified as non-federal funds so for allocation and reimbursement purposes, they are non-federal (State) funds.

Part IA: Function Code 16, Column Code 09 must be used to report salary and fringe benefits for staff. Reimbursement via County Administration is 100% State. This program will be tracked under new application code 112 on the XS325, XS335, and XS337 using the title "**Repatriation-Admin.**"

Part II Administrative Expenditures and/or Purchased Services): Part II Code 113, Fund "1" will be used to report the purchased services that do not require a client ID. Reimbursement via County Administration is 100% State. This cost will be tracked in application code 113 using the title "**Repatriation-Srvcs.**"

This program **will not** be tracked on the XS411. In terms of overhead (for your Maximus software), this program **will not** draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

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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
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