



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

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Gary H. Fuquay, Controller
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LOCATION:
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May 30, 2003

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Work First Ed/Trng 100% Federal Funds

Effective with May 2003 services reimbursed June 2003 and in accordance with the SIS Change No. 02-03, the following codes must be used to claim reimbursement through the DSS-1571 for the Work First Ed/Trng 100% Federal Funds.

Part II (Administrative Expenditures and/or Purchased Services): Part II Code 246, Fund "1" will be used to report the purchased services that do not require a client ID. Reimbursement via County Administration is 100% Federal. This cost will be tracked in application code 246 under the description "**WF Ed/Trng 100% Fed.**" The appropriate cost pooling code is 349, Fund 1.

There will be no Part I or Part IV reporting. Federal dollars from application code 246 will be tracked on the XS411 under the heading entitled "WF Ser Federal." For purposes of your Maximus software, application code 246 **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/rlb

cc: DSS-1571 Contact Personnel
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