



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

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Laketha M. Miller, Interim Controller
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LOCATION:
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October 17, 2003

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Work First Non Reimbursable

Effective with September 2003 services reimbursed October 2003; you will need to use the following codes to claim reimbursement for the Work First Non Reimbursable funds. Please refer to the October 3, 2003 letter from the DSS Budget Office regarding this 100% County code.

Part IA (Services): Function Code 54, Column 18 will be used to report salary and fringe benefits. Costs will be tracked in application code 340 (Wrk Frt Non Reimb). The reimbursement of Work First Non Reimbursable will be 100% County funds and will not be tracked on the XS411.

Part II: (Administrative Expenditure and/or Purchased Services): Part II Code 340, Fund "4" will be used to report the purchased services that do not require a client ID. This cost will be tracked in application code 340.

Part IV (Purchased Services): Fund ID "9" must be used for the applicable Work First service codes that may be purchased and require a client ID. This cost will be tracked in application code 340.

For purposes of your Maximus software, application code 340 **will not** draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical, IM 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]

Laketha M. Miller

LMM/rlb

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