



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

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Laketha M. Miller, Controller
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LOCATION:
616 Oberlin Road
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August 25, 2004

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Family Preservation Services
For Chatham county

Effective with July 2004 services reimbursed August 2004, you will need to use the following codes to claim reimbursement for the Family Reunification Services funds on the DSS-1571.

Part IA (Services): Function Code 05, Column 11 will be used to report salary and fringe benefits. Cost will be tracked in application code 365 (Family Preservation). The reimbursement of Family Preservation will be 100% Federal funds and will not be tracked on the XS411.

Part II: (Administrative Expenditure and/or Purchased Services): Part II Code 365, Fund "1" will be used to report the purchased services that do not require a client ID. This cost will be tracked in application code 365.

For purposes of your Maximus software, application code 365 **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

cc: DSS-1571 Contact Personnel Jack W. Chappell Debbie Hawkins Roxane L. Bernard
Pheon Beal Sarah Barham Business Liaisons Kelli Winters-Billman