



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

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Laketha M. Miller, Controller  
(919) 733-0169

MAILING ADDRESS:  
2019 Mail Service Center  
Raleigh, NC 27699-2019

LOCATION:  
616 Oberlin Road  
Raleigh, NC 27605

August 25, 2004

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for the Family Reunification Services**  
For Catawba 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 16 will be used to report salary and fringe benefits. Cost will be tracked in application code 220 (Family Reunification). The reimbursement of Family Reunification will be 100% Federal funds and will not be tracked on the XS411.

**Part II: (Administrative Expenditure and/or Purchased Services):** Part II Code 220, 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 220.

For purposes of your Maximus software, application code 220 **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