



## 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  
Raleigh, NC 27605

December 13, 2004

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for the Share the Warmth funds**  
For Anson, Beaufort, Bladen, Brunswick, Cabarrus, Columbus, Craven, Cumberland, Duplin, Edgecombe, Greene, Halifax, Harnett, Hertford, Hoke, Johnston, Lenoir, Martin, Montgomery, Moore, Nash, New Hanover, Northampton, Onslow, Pitt, Richmond, Robeson, Sampson, Scotland, Stanly, Union, Wayne and Wilson counties

Effective with November 2004 services reimbursed December 2004, you will need to use the following codes to claim reimbursement for the Share the Warmth funds on the DSS-1571.

**Part II: (Administrative Expenditure and/or Purchased Services):** Part II Code 065, 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 065 in the "Income Maintenance" section of all reports. This is 100% State funds.

This program will not be tracked on the XS411. For purposes of your Maximus software, application code 065 **will not** draw any overhead.

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