



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:
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December 29, 2005

Dear County Director of Social Services:

Subject: DSS-1571 Reporting Procedures for CIP-State Funds

Effective with December 2005 services paid January 2006, the following code must be used to claim reimbursement for the CIP-State funds on the DSS-1571. Please refer to DSS Administrative Letter dated December 12, 2005 from Jane Schwartz, Chief Economic Services Section.

There will be no Part I reporting.

Part II: Administrative Expenditures and/or Purchased Services): CIP-State payments must be reported with the Part II Code 053, Fund "1" with the description "CIP-State." Expenditures and reimbursement will be tracked on the DSS-1571 reports under application code 053. The reimbursement rate is 100% State. There is no CFDA number.

There will be no Part IV reporting.

State dollars from application code 053 will be tracked on the XS411 under the heading entitled "CIP-State". In terms of overhead (for purposes of your Maximus software), application code 053 **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 Myra Dixon
Pheon Beal Sarah Barham Business Liaisons Kelli Winters-Billman