



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

October 26, 2006

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Haywood Electric Membership Corporation/Helping Each Member Cope Program, For Buncombe, Haywood, Jackson, Macon, Madison, and Transylvania Counties

Effective with **October 2006 services reimbursed November 2006**, you will need to use the following codes to claim reimbursement for the Haywood Electric Membership Corp. funds on the DSS-1571.

Part I: There are no Part I coding requirements.

Part II (Administrative Expenditure and/or Purchased Services): Part II Code 078, Fund "1" will be used to report the purchased services not requiring a client ID. This cost will be tracked in application code 078. Reimbursement will be 100.00% State funds.

Part IV: There are no Part IV coding requirements

The CFDA number for this program is not applicable for these funds. This program will not be tracked on the XS411 report. In terms of overhead, for your Maximus software, this program will not draw any overhead.

If you have any questions or concerns regarding these reporting procedures please contact your County's Local Business Liaison or contact the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
Pheon Beal

Jack W. Chappell
Sarah Barham

Debbie Hawkins
Local Business Liaisons

Myra K. Dixon
Kelli Winters-Billman