



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

February 6, 2006

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the IV-E Optional Adoption funds

Effective with **January 2006 services reimbursed February 2006**; you will need to use the following codes to claim reimbursement for the IV-E Optional Adoption funds.

Part IA (Services): Function Code 38, Column 12 will be used to report salary and fringe benefits. Cost will be tracked in application code 132 (IV-E Optional Adoption). The reimbursement for IV-E Optional Adoption will be 50.00% Federal, 50.00% County.

Part II (Administrative Expenditure and/or Purchased Services): Part II Code 132, Fund "1" will be used to report the purchased services which do not require a client ID. This cost will be tracked in application code 132 under the "Services" section of all reports. Reimbursement will be 50.00% Federal funds, and 50.00% County funds.

Part IV (Purchased Services): Fund ID "X" must be used for the applicable IV-E Optional Adoption service codes which are purchased and requires a client ID. This cost will be tracked in application code 132.

The CFDA number for this program is 93.659. This fund will not be tracked on the XS411. In terms of overhead (for your Maximus software) this program will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical 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 Accounting Unit at (919) 733-2306. Also reference <http://info.dhhs.state.nc.us/olm/manuals/dss/> and click on 11/17/2005 for SIS Change Notices; then click change NO. 01-06.

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