



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

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LOCATION:
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May 8, 2006

Dear County Director of Social Services:

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

Effective with **April 2006 services reimbursed May 2006**, you will need to use the following codes to claim reimbursement for the IV-E Adoption Training funds on the DSS-1571.

Part IA (Services): Function Code 38, Column 13 will be used to report salary and fringe benefits. Cost will be tracked through application code 095 (IV-E Adoption Training). The reimbursement of IV-E Adoption Training will be 75.00% Federal funds and 25.00% County funds.

Part II (Administrative Expenditure and/or Purchased Services): Part II Code 095, Fund "1" will be used to report the activities associated with training of adoptive parents. This cost will be tracked in application code 095 under the "Service" section of all reports. Reimbursement will be 75.00% Federal funds, and 25.00% County funds.

Part IV: There are no Part IV coding requirements

The CFDA number for this program is 93.659. This program 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.

Application code 095 should be used for any IV-E Adoption parent training. Application code 133, **IV-E Adoption Officer Training** should be used for staff training; its rate has been changed to **50.00% Federal funds and 50.00% County funds**. If you have any questions or concerns regarding reclassification, Maximus reporting procedures or other reporting procedures of any related prior months' expenditures, please contact your appropriate Local Business Liaison or County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
Sherry Bradsher

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Local Business Liaisons

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