



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

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Laketha M. Miller, Controller
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LOCATION:
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February 6, 2006

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for the Training Officer Adoption funds

Effective with **January 2006 services reimbursed February 2006**, you will need to use the following codes to claim reimbursement for the Training Officer Adoption funds on the DSS-1571.

Part IB (Training): Function Code 99, Column 14 will be used to report salary and fringe benefits. Cost will be tracked through application code 133 (Training Officer Adoption). The reimbursement of Training Officer Adoption will be 75.00% Federal funds and 25% County funds.

Part II (Administrative Expenditure and/or Purchased Services): Part II Code 133, Fund "1" will be used to report the activities associated with training of adoptive parents. This cost will be tracked in application code 133 under the "Training" 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.

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 this SIS Change Notice then click change NO. 01-06.

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
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