



*Health and  
Human Services*

Pat McCrory  
Governor

Richard O. Brajer  
Secretary, DHHS

Laketha M. Miller  
Controller

May 02, 2016

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures regarding Employment Services as it pertains to Temporary Assistance for Needy Families (TANF) and Work First (WF Emp Svcs) (Maintenance of Effort, MOE)**

We are activating the following codes for cost on the DSS-1571 report effective beginning April 2016 services reimbursed May 2016 for all DSS Counties. Counties will need to use the following codes to report **TANF Employment Services**.

**Part IA: (Service - Salary and Fringe Benefits)** The Part I coding will be tracked as two application codes: application code **238 TANF Service WF Emp Svcs** and new application code **240 TANF Admin WF Emp Svcs**. The service cost in application code 238 will be accessible to counties with **Function 54, Column 10**. The admin cost in application code 240 will be accessible to counties with **Function 53, Column 10**. These applications are funded as 100% federal funds.

As well, Application code 238 service and 240 admin cost will work similar to how cost is tracked with Function 03, Column 11, for application codes 358 & 341 as they appear in the XS325 report.

**Part IA: (Service - Salary and Fringe Benefits)** The Part I coding will be tracked as two application codes: application code **049 WRK FRST SVCS WF Emp Svcs** and the new application code **031 WRK FRST ADMIN WF Emp Svcs**. The service cost in application code 049 will be accessible to counties with **Function 54, Column 09**. The admin cost in application code 031 will be accessible to counties with **Function 54, Column 16**. These applications are funded as 100% county funds for MOE.

As well, Application code 049 service and 031 admin cost will work similar to how cost is tracked with Function 03, Column 11, for application codes 358 & 341, as they appear in the XS325 report.

**Part II: (Administrative Expenditures and/or Purchased Services) There is no Part II coding requirements.**



State of North Carolina · Department of Health and Human Services  
Office of the Controller  
Location: 1050 Umstead Drive · Raleigh · NC · 27603  
Mailing Address: 2019 Mail Service Center · Raleigh · NC · 27699-2019  
Tel 919-855-3700 · Fax 919-733-2604  
[www.ncdhhs.gov](http://www.ncdhhs.gov)

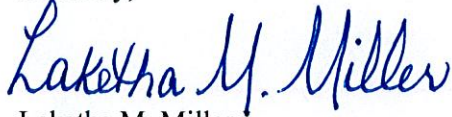
*N.C. DHHS is an equal opportunity employer and provider*

**Part IV: (Purchased Services Requiring Client ID) There is no Part IV coding requirements for reporting services with a client identification number.**

The CFDA number for this fund is 93.558. The related cost for new application code 240 "TANF Admin WF Emp Svcs" will be tracked on the XS411 report as Qtrly WF Federal. The related cost for application code 031 "WRK FRST ADMIN WF Emp Svcs" will not be tracked on the XS411 report. In terms of overhead, the funds for application codes 240 and 031 in your NC-CoReLS software, these programs will not draw overhead from Income Maintenance Supervision & Clerical, IV-D Supervision & Clerical or Joint IM & IV-D Workers.

For additional details review SIS Change number 01-16 <http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/>. If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration Accounting Unit at (919) 527-6150

Sincerely,



Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel  
Wayne Black  
Jeannie Betts  
Lem Harris  
Myra K. Dixon  
Jack Rogers  
Kathy Sommese  
Local Business Liaisons  
DHHS.CORELS.SUPPORT@dhhs.nc.gov

