



*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 Family Assistance as it pertains to Temporary Assistance for Needy Families (TANF) and Work First (WFFA) (Maintenance of Effort, MOE)**

We are activating the following codes for cost on the DSS-1571 reports effective beginning April 2016 services reimbursed May 2016 for the all DSS Counties. Counties will need to use the following codes to report WFFA for TANF and Work First MOE.

**Part IA: (Service - Salary and Fringe Benefits)** The Part I coding will be tracked as two application codes: a new application code **239 TANF Service WFFA** and application code **226 TANF Admin WFFA**. The service cost in application code 239 will be accessible to counties with **Function 53, Column 12**. The admin cost in application code 226 will be accessible to counties with **Function 54, Column 12**. These applications are funded as 100% federal funds.

Application code 239 service and 226 admin cost will work similar to how cost are 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: a new application code **039 WRK FRST Service WFFA** and application code **048 WRK FRST Admin WFFA**. The service cost in application code 039 will be accessible to counties with **Function 54, Column 14**. The admin cost in application code 048 will be accessible to counties with **Function 54, Column 11**. These applications are funded as 100% County funds for MOE.

Application code 039 service and 048 admin cost will work similar to how cost are 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.

Fiscal Reporting Procedures regarding Family Assistance



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**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 239 "TANF SVC WFFA" will be tracked on the XS411 report as Qtrly WF Federal. The related cost for application code 039 "WRK FRST SVC WFFA" will not be tracked on the XS411 report. In terms of overhead the funds for application codes 239 and 039, 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  
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