



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

Roy Cooper
Governor

Mandy Cohen, MD, MPH
Secretary

Laketha M. Miller
Controller

April 2, 2018

Subject: Fiscal Reporting Procedures regarding Non-Emergency Medical Transportation (NEMT)

Dear County Director of Social Services:

The following reporting requirements will be for all counties with a **February 2018 services reimbursed March 2018** date to access the **Non-Emergency Medical Transportation Non-Reimbursable** code. We are activating this application code for all counties including NAM counties to report on the DSS-1571 report.

Part IA: (Service- Salary and Fringe Benefits)

Application Code 517, Function Code 09, Column 18, **Medical Tra Non-Reim.** 100% County funds.

Part II: (Administrative Expenditures and/or Purchased Services)

The following codes will be traced in application code 518; the percentage distribution for this activity will be 100% County funds.

Code	Fund	Description
518	4	Medical Veh Non-Reim

Part IV: (Purchased Services requiring client ID)

There are no Part IV coding requirements.

Non-Emergency Medical Transportation is not an allocated capped fund; thus, costs for application codes 517 and 518 will not be tracked on the DSS XS411c report.

In terms of overhead for the application code in your **NC-CoReLS** software, this program will **not** draw overhead from Income Maintenance Supervision & Clerical, IV-D Supervision & Clerical or Joint IM & IV-D Workers.

www.ncdhhs.gov • www.ncdhhs.gov/control
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Counties will be able to review the DSS Budget Letter and the Performance Management SIS change notice instructions, which is forthcoming, online.

The below links should provide assistance:

<https://www2.ncdhhs.gov/dss/dcdl/2018.htm> The Dear County letter is dated March 13, 2018.

<https://www2.ncdhhs.gov/info/olm/manuals/dss/rim-01/chg/> Pending publication

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/pt

cc: Wayne Black
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