



Health and  
Human Services

Pat McCrory  
Governor

Richard O. Brajer  
Secretary, DHHS

Laketha M. Miller  
Controller

April 26, 2016

Dear County Director of Social Services:

**Subject: DSS-1571 Year-End Information**

As a reminder, the service month of May 2016 (reimbursed June 2016) is the last month during which counties may report expenditures that will be reimbursed from the SFY 15-16 allocations. In an attempt to assist counties with the maximization of their remaining funds, we ask that you prepare and submit your DSS-1571 for the service month of May 2016 as soon as possible. **Because of the change in county upload and balancing requirements implemented during June 2011 by the Office of the State Controller and the Office of State Budget and Management, the Controller's Office will not change the month of June upload date. Thus all counties will be required to upload and balance by COB on June 15, 2016.** As always please check the State system via NC X/PTR for the WCA450 Notification Report, which indicates when counties may upload their files and check the DHRWCA County Transmittal Balance Report, which indicates whether you have uploaded successfully.

Please be sure to immediately begin reviewing the XS337 (YTD Summary of Reimbursement Expenditures) and XS411 (YTD Allocations-Expenditures) reports for areas where you may need to change your coding. We encourage counties to begin submitting requests as soon as an over expenditure occurs, if there are other funding sources that can be utilized.

If counties would like to have the eligible expenditures reclassified by the Controller's Office, a memorandum will need to be submitted requesting what your county would like to have reclassified with explicit details. The memo must include the statement "*I certify this reclassification is programmatically eligible for the transfer requested,*" the program name and application code number from which you would like to have expenditures moved, the amount of the expenditures, and the County Director's signature. **No automatic reclassifications will be performed by the Controller's Office, e.g. SSBG Federal to SSBG State or vice versa, etc.**



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  
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[www.ncdhhs.gov](http://www.ncdhhs.gov)  
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Dear County Director of Social Services

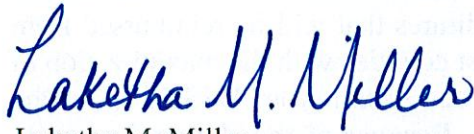
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All requests should be **faxed** to the attention of Myra K. Dixon at (919) 715-5847 or mailed to the address below. Requests must be received in the DHHS Controller's Office by COB Friday, June 10, 2016. If you chose to email your request please fax a copy also. Please refer to your letter dated April 01, 2016 from DSS Budget related to Work First Block Grant/TANF MOE. **NO REQUESTS FOR RECLASSIFICATION WILL BE ACCEPTED AFTER CLOSE OF BUSINESS ON JUNE 10, 2016.**

If you have any questions, please call the County Administration Accounting Unit at (919) 527-6150.

Sincerely,



Laketha M. Miller

LMM:md

cc: DSS-1571 Contact Personnel	Local Business Liaisons	Myra K. Dixon
Wayne Black	Jeannie Betts	Jack Rogers
Kathy Sommese	Lem Harris	



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