



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

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March 27, 2009

Dear County Director of Social Services/Child Support Enforcement Agency Directors:

**Subject: DSS Fiscal Manual Updates/Changes**

The DSS Fiscal Manual has been reissued with the date of March 31, 2009. The reissued DSS Fiscal Manual replaces all past issuances of the DSS Fiscal Manual. The DSS Fiscal Manual is available to local DSS personnel via the DHHS Office of the Controller website. In addition, copies of the most important correspondence (e.g. Dear County Director letters and Dear Child Support Enforcement Agency Directors letters) are posted on our website for your convenience for viewing or downloading.

You may locate the DSS Fiscal Manual from the DHHS Office of the Controller Home page:  
<http://www.ncdhhs.gov/control/>

Click on County Departments of Social Services  
Click on Fiscal Manual

The following is a brief summary of the updates/changes made to this fiscal manual reissue.

- 1) The policy regarding retainers was revised, section II-A.
- 2) Information pertaining to the upfit and/or renovations was added to section II-D.
- 3) IV-C is a new section which is titled "Claiming Prior Year Expenditures".
- 4) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 5) Appendix-I under the linked titled "New Updates 3rd Qtr" for a direct link to these and other DSS Fiscal Manual revisions.

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If there are questions concerning this DSS Fiscal Manual or how to access the website, please contact the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

Laketha M. Miller

LMM/pt

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