



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

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller
(919) 733-0169

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

LOCATION:
616 Oberlin Road
Raleigh, NC 27605

September 22, 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 September 30, 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) Application codes 217 and 218 replaced application codes 377 and 378 respectively. The Part I reporting criteria for the new application code is the same as the one it replaced. These changes can be found in sections III A and B.
- 2) New application code 134 was added to Part I of the DSS 1571. This code is not accessible to every county. The coding can be found in section III.
- 3) The application codes pertaining to Work First Demo (137, 138, 139, 141, 142 and 143) and application code 114, System of Care Grant, were both removed.
- 4) The DSS 1571 Part I and II application code 123 was reactivated. See section III for details.
- 5) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 6) Instructions pertaining to direct charging were added to Part II-F.

- 7) Appendix-I under the linked titled “New Updates 1st Qtr” for a direct link to these and other DSS Fiscal Manual revisions.

DSS Fiscal Manual Updates/Changes
September 22, 2009
Page 2

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,

[signed]

Laketha M. Miller

LMM/pt

cc: Jack W. Chappell
Debbie Hawkins
Myra K. Dixon
Pricillia Tabon
Sherry S. Bradsher
Sarah Barham
Local Business Liaisons
DSS-1571 Contact Personnel
IV-D Consultants