



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

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June 30, 2010

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 June 30, 2010. 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 code 031, FNS Contingency Admin, was added. The Part I and Part II reporting criteria for the new application code can be found in sections III A and III B.
- 2) Instructions regarding the reporting procedures of State operated Child Support Enforcement Programs were eliminated; previously it was in section III D.
- 3) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 4) Appendix-I under the linked titled "New Updates 4th Qtr" for a direct link to these and other DSS Fiscal Manual revisions.

DSS Fiscal Manual Updates/Changes

An Equal Opportunity / Affirmative Action Employer

June 30, 2010

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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,

[signed]

Laketha M. Miller

LMM/pt

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