



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

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September 20, 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 September 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 view or download 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) Family Violence Prevention Services coding was added. The Part I and Part IV reporting criteria for the new application codes can be found in sections III A and III C respectively.
- 2) Alternative procedures for submitting DSS-2239 reports are provided. See section III D for details.
- 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 1st Qtr" for a direct link to these and other DSS Fiscal Manual revisions.

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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