



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

Beverly Eaves Perdue, Governor  
Albert A. Delia, Acting Secretary

Laketha M. Miller, Controller  
(919) 855-3700

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

LOCATION:  
1050 Umstead Drive  
Raleigh, NC 27603

March 23, 2012

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, 2012. 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

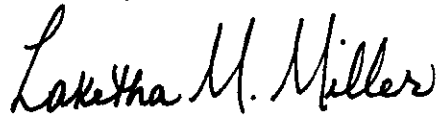
The following is a brief summary of the updates/changes made to this fiscal manual reissue.

- 1) In order to align with Open Window requirements, Non-Reimbursable, Non-Eligible codes were added to Part 1A, Part 1B, and Part II. The reporting criteria can be found in section III A and III B.
- 2) The address of DHHS, Office of the Controller was changed. See VIII B.
- 3) Several staff and telephone changes have been made. See Appendix III.
- 4) Review Appendix-I under the linked titled "New Updates 3rd Qtr" for a direct link to these and other DSS Fiscal Manual revisions.

DSS Fiscal Manual Updates/Changes  
March 23, 2012  
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) 527-6150.

Sincerely,



Laketha M. Miller

LMM/pt

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