



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

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

**Laketha M. Miller, Controller**

December 21, 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 December 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) The coding for Medical Assistance Administration was updated in Part II. See Section III-A.
- 2) The coding for State and County Special Assistance was added to Part I and Part II. See Section III-A and III-B.
- 3) The link for uploading the State provided software for uploading the DSS 1571 report was changed. See Section IV-A
- 4) A staff change was made. See Appendix III.



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- 5) Review Appendix-I under the linked titled "New Updates 2nd" 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) 527-6150.

Sincerely,

  
Laketha M. Miller

LMM/pt

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