



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Laketha M. Miller
Controller

April 2, 2013

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, 2013. 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) Contact information regarding record retention was updated. See section I-E
- 2) Coding for Over Allocation and HCCBG were updated to Part IV. See section III-C.
- 3) Review Appendix-I under the linked titled "New Updates 3rd" for a direct link to these and other DSS Fiscal Manual revisions.

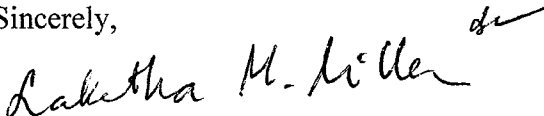
www.ncdhhs.gov • www.ncdhhs.gov/control
Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019
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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) 527-6150.

Sincerely,

A handwritten signature in black ink that reads "Laketha M. Miller" with a small flourish at the end.

Laketha M. Miller

LMM/pt

cc: Jack W. Chappell
Debbie Hawkins
Myra K. Dixon
Pricillia Tabon
Sherry S. Bradsher
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