



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

July 1, 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 June 30, 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) Coding for Permancy Planning administrative cost and Permancy Planning service cost were separated. New codes were added to accomplish this change. See section III-A and III –B.
- 2) Guidance for using Part II codes for ADP equipment and software services was revised to include the impact of North Carolina Families Assisting Services through Technology (NCFAST). See section III-B.
- 3) A small revision was made to “Purchased Attorney Services”. See section III-C.
- 4) Revenue codes were taken out of the Fiscal Manual. These codes can be found on the Local Government Commission Website.
- 5) Contact information for budget personnel was updated. See Appendix III.
- 6) Review Appendix-I under the linked titled “New Updates 4th” for a direct link to these and other DSS Fiscal Manual revisions.

www.ncdhhs.gov • www.ncdhhs.gov/control
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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,



Laketha M. Miller

LMM/pt

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