



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

Pat McCrory
Governor

Richard O. Brajer
Secretary DHHS

Laketha M. Miller
Controller

December 17, 2015

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, 2015. 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 *IV-D Paralegal Services* was added to DSS-1571 Part I. See section III-A.
- 2) Coding for *Employment and Training SNAP 100%* was added to DSS-1571 Part I to be used by Mecklenburg and Orange Counties. See section III-A.
- 3) Review Appendix-I under the linked titled "New Updates 2nd" for a direct link to these and other DSS Fiscal Manual revisions.

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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". The signature is written in a cursive style with a large initial 'L'.

Laketha M. Miller

LMM/pt

cc: Jeannie Betts
Lem Harris
Myra K. Dixon
Pricillia Tabon
Wayne E. Black
Kathy Sommese
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DSS-1571 Contact Personnel