



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Office of the Controller

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
LAKETHA M. MILLER • Controller

May 06, 2024

Subject: DSS-1571 2023-2024 Year-End Information

Dear County Director of Social Services:

As a reminder, the service month of May 2024 (reimbursed June 2024) is the last month during which counties may report expenditures that will be reimbursed from the SFY 23-24 allocations. To assist counties with the maximization of their remaining funds, we ask that you prepare and submit your DSS-1571 for the service month of May 2024 as soon as possible. **All counties must upload and balance by COB on Monday June 17, 2024.** As always, please check the State system via NC X/PTR; XCLOUD for the WCA450 Notification Report (which indicates when counties may upload their files) and the DHRWCA County Transmittal Balance Report (which indicates whether you have uploaded successfully).

Please be sure to begin reviewing the XS337 (YTD Summary of Reimbursement Expenditures) and XS411 (YTD Allocations-Expenditures) reports for areas where you may need to change your coding. If there are other funding sources that may be utilized, we encourage counties to begin submitting requests as soon as an over- expenditure occurs.

If counties would like to have the eligible and available expenditures reclassified by the Controller's Office, a memorandum will need to be submitted requesting a reclassification with explicit details. The memo must include the following:

- 1) a statement written as follows "*I certify this reclassification is programmatically eligible for the transfer requested,*"
- 2) the application code name
- 3) the application code number from which you would like to have expenditures moved (both to and from)
- 4) the amount of the expenditures, and
- 5) the County Director's signature
- 6) include your LBL on any and all request

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER

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No automatic reclassification will be performed by the Controller's Office.

All requests should be emailed to CNTY.ADMIN@DHHS.NC.GOV. Requests must be received in the DHHS Controller's Office by the COB Monday, June 10, 2024. Please refer to your letter dated MARCH 19, 2024, from DSS Budget related to Work First Block Grant/TANF MOE.

AGAIN, NO REQUESTS FOR RECLASSIFICATION WILL BE ACCEPTED AFTER CLOSE OF BUSINESS ON JUNE 10, 2024.

If you have any questions, please contact the County Administration Accounting Unit by email, by phone (919) 527-6150 or contact your Local Business Liaison.

Sincerely,

DocuSigned by:

423C6C605E08405...
Laketha M. Miller

LMM:md

cc: DSS-1571 Contact Personnel

Carla West
Richard Stegenga
Suzanne Beasley
Tiffiney Newton
Lem Harris
Myra K. Dixon
DSS LBLs