



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

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

May 03, 2022

Subject: DSS-1571 2021-2022 Year-End Information

Dear County Director of Social Services:

As a reminder, the service month of May 2022 (reimbursed June 2022) is the last month during which counties may report expenditures that will be reimbursed from the SFY 21-22 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 2022 as soon as possible. **All counties will be required to upload and balance by COB on June 15, 2022.** 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 DHHS Office of the Controller, 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 numbers from which expenditures are moved (both to and from)
- 4) The amount of the expenditures
- 5) The County Director’s signature

No automatic reclassifications will be performed by the Controller’s Office.

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

LOCATION: 1050 Umstead Drive, Spruill Annex, Raleigh, NC 27603
 MAILING ADDRESS: 2019 Mail Service Center, Raleigh, NC 27699-2019
 www.ncdhhs.gov/control • TEL: 919-855-3700 • FAX: 919-733-1635

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All requests should be emailed to CNTY.ADMIN@DHHS.NC.GOV. Requests must be received in the DHHS Controller's Office by the COB Tuesday, June 8, 2022. Please refer to your letter dated April 04, 2022, 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 8, 2022.

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

Sincerely,

DocuSigned by:

423C6C605E08405...
Laketha M. Miller

LMM:pt

cc: DSS-1571 Contact Personnel
Susan Osborne
Suzanne Beasley
Richard Stegenga
Lem Harris
Myra Dixon
Pricillia Tabon
DSS LBLs

DS
SB

DS
LH

DS
MD

DS
GT