



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

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

May 18, 2023

Subject: DSS-1571 2022-2023 Year-End Information

Dear County Director of Social Services:

As a reminder, the service month of May 2023 (reimbursed June 2023) is the last month during which counties may report expenditures that will be reimbursed from the SFY 22-23 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 2023 as soon as possible. **All counties must upload and balance by COB on June 15, 2023.** 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
- 5) The County Director's signature

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

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

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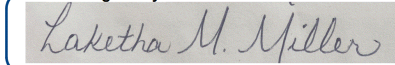
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All requests should be emailed to CNTY.ADMIN@DHHS.NC.GOV. Requests must be received in the DHHS Controller's Office by the COB Thursday, June 8, 2023. Please refer to your letter dated MAY 10, 2023, from DSS Budget related to Work First Block Grant/TANF MOE.

AGAIN, NO REQUESTS FOR RECLASSIFICATION WILL BE ACCEPTED AFTER CLOSE OF BUSINESS ON JUNE 8, 2023.

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
- Richard Stegenga
- Suzanne Beasley
- Tiffiney Newton
- Lem Harris
- Myra Dixon
- Pricillia Tabon
- DSS LBLs

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SB

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LH

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MD

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PT