



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

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

March 23, 2022

**Subject: DSS Fiscal Manual Updates/Changes**

Dear County Director of Social Services/Child Support Enforcement Agency Directors:

The DSS Fiscal Manual has been reissued with the date of December 31, 2021. 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 Direct 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 NCDHHS Policy and Manual Page: <https://policies.ncdhhs.gov/departmental/policies-manuals/section-ii-budget-and-finance/manuals>  
Click on DSS Fiscal Manual.

1. The following application codes were added:
  - App code 492, LIEAP ARPA Admin, was added to Part 1A.
  - App codes 492, LIEAP ARPA Admin, and 410, LIHWAP Admin, were added to Part IB.
  - App codes 377, LIHWAP CAA, 492, LIEAP ARPA Adm and 498, LIEAP ARPA, were added to Part II.
2. Updated Controllers Office and Fiscal Office contact information; see Appendix III.

If there are questions concerning this DSS Fiscal Manual Update or how to access the website, please contact the County Administration Accounting Unit at 919-527-6150.

Sincerely,

DocuSigned by:  
*Laketha M. Miller*  
423C6C605E08405  
Laketha M. Miller

LMM/ke

cc:	Susan Osborne	Suzanne Beasley	Richard Stegenga	Lem Harris
	Myra K. Dixon	Pricilla Tabon	Local Business Liaisons	
	DSS-1571 Contact Personnel			

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