



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of the Controller

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

January 6, 2023

**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, 2022. 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/departamental/policies-manuals/section-ii-budget-and-finance/manuals>  
Click on DSS Fiscal Manual.

- 1. Indirect cost allocation plan formatting requirements for original signed cover letter and due date information has been updated. See Section II page E-2 for reference.

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

Sincerely,

DocuSigned by:  
*Laketha M. Miller*  
423C6C695E08405  
Laketha M. Miller

LMM/ke

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

**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

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

DS  
SB

DS  
LH

DS  
MD

DS  
PT