



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Controller

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

April 28, 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 March 31, 2023. 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.

❖ The following application codes and updates have been included in the fiscal manual for your use:

- Part IA and Part IB app code 418 LIHWAP ARP ADM see Section III page A-3 and page A-7
- Part II app code 416 LIHWAP ARP and app code 418 LIHWAP ARP ADM see Section III page B-13
- 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 by email or at 919-527-6150.

Sincerely,

DocuSigned by:
Laketha M. Miller
42368C895E08405
Laketha M. Miller

LMM/ke

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

DS
SB

DS
LH

DS
MD

DS
PT

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