



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of the Controller

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

November 08, 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 June 30, 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 II app code 494 APS-ARPA-SSA and app code 495 LIHEAP Supplement IJA see Section III pages B-11 and B-13
  - Included in fiscal manual update, effective July 1, 2023, counties should begin receiving reimbursement for Energy Provider via direct deposit and should no longer request reimbursement through the 1571 process. These include Crisis Intervention Program (CIP), Low Income Energy Assistance Program (LIEAP) and all private funding sources i.e. Share the Light and Share the Warmth programs. Please see section III page B-10 for information and hyperlink to Dear County correspondence.
  - 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*  
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Laketha M. Miller

LMM/ke

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