



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of the Controller

ROY COOPER • Governor  
MANDY COHEN, MD, MPH • Secretary  
LAKETHA M. MILLER • Controller

May 10, 2021

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

- The following COVID 19 temporary application codes has been added for your usage:
  - Part IB app codes 314 LIEAP COV19 ADM and 531 HCCBG Cares
  - Part II app codes 515 APS Cares COVID 19, 516 CPS Cares COVID 19, 324 LIEAP COV19
  - Non-reimbursable app code 621 LIEAP COV19 100% County. This code is not included in the DSS Fiscal Manual but can be found on county published expenditure reports as it is utilized.
- 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 Subsystem County Administration Accounting Unit by email ([cnty.admin@dhhs.nc.gov](mailto:cnty.admin@dhhs.nc.gov)) or by phone (919-527-6150).

Sincerely,

DocuSigned by:  
*Laketha Miller*  
423G6C695E08405  
Laketha M. Miller

LMM/ke

cc: Susan Osborne	Richard Stegenga	Lem Harris	Myra K. Dixon
Suzanne Beasley	Kathy Sommese	Pricilla Tabon	Kenneth Eason
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  
LH

DS  
MD

DS  
PT