



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Controller

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

August 31, 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 June 30, 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.

- Beginning with October 2022 reimbursement, in conjunction with CMS requirements counties E&E eligible and Non-E&E eligible expenditures will require some additional codes.
 - Function codes 81 Non-E&E Income Maintenance Supervision and Clerical/Support and 96 Non-E&E Admin Supervision & Support were added to fiscal manual section III page A-8.
 - Functional Cost Pool codes 801 Non-E&E Income Maintenance Support, 804 Non-E&E General Administrative Support and were added to fiscal manual section III page B-6
 - ADP Cost Pool codes 802 Non-E&E ADP Equipment Income Maintenance, 803 Non-E&E ADP Equipment General Administration, were added to fiscal manual section III pages B-10 & B-11.

Reimbursed counties will report reimbursable E&E eligible expenditures separate from Non-E&E eligible expenditures within NCCoReLS for DSS-1571 reports.

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
Laketha M. Miller

LMM/ke

cc: Susan Osborne	Suzanne Beasley	Lem Harris	Richard Stegenga
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