



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of the Controller

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

October 13, 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 September 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.

1. 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.
  - Joint Workers Function codes are no longer eligible for use; please contact your assigned LBL for instructions if needed. They include codes 87 Service & Income Maintenance; 88 Service & IV-D; 89 Income Maintenance & IV-D; 90 Service and Income Maintenance Clerical and 91 Services and IV-D Clerical. Please see fiscal manual section III page A-8.
  - Titles of Functional Pool codes 310 and 311 have been changed in the fiscal manual according; 310 E&E Allowable General Administrative Support and 311 Non-Allowable E&E Indirect Administrative Support. See fiscal manual section III pages B-1, B-6, B-9 and B-12
2. LIHWAP CAA Admin application code 410 was added to the fiscal manual for Part IA, Part IB and Part II. Please see section III pages A-3, A-7 and B-13 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*  
Laketha M. Miller

LMM/ke

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