



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Controller

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

June 9, 2023

Dear County Director of Social Services:

Subject: LIHEAP Supplement IIJA

Effective retroactively with **APRIL 2023** services, all DSS counties except NAM, will use the following coding information to claim reimbursement for “LIHEAP Supplement IIJA” expenditures on their DSS-1571 reports:

Part I: (There are no Part I coding requirements)

Part II: (Administrative Expenditures and/or Purchased Services)

<u>Program Code</u>	<u>Fund</u>	<u>App Code</u>	<u>XS315 & reimb. reports</u>	<u>% Shares</u>	<u>CFDA #</u>
495	1	495	LIHEAP Supplement IIJA	100% Federal	93.568

Part IV: (There are no Part IV coding requirement)

The related costs for “LIHEAP Supplement IIJA” are capped funds and will be tracked on the XS 411C report. The program will draw overhead in your NC-CoRelS software in Income Maintenance.

If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or Subsystems County Administration Accounting Unit at (919) 527-6150 or you may email us at CNTY.ADMIN@dhhs.nc.gov.

Sincerely,

DocuSigned by:
Laketha M. Miller
423C6C605E08405...
Laketha M. Miller

LMM/pt

- cc: Susan Osborne Richard Stegenga Myra K. Dixon Kanesha Bradsher
- Suzanne Beasley Lem Harris Pricillia Tabon Tiffiney Newton
- Local Business Liaison DSS-1571 Contact Personnel

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER

LOCATION: 1050 Umstead Drive, Spruill Annex, Raleigh, NC 27603
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Certificate Of Completion

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Subject: Complete with DocuSign: Dear County Letter IJJA.docx	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 5	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Lem Harris
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	695 Palmer Drive
	Raleigh, NC 27603
	Lem.Harris@dhhs.nc.gov
	IP Address: 152.22.36.23


Record Tracking

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6/2/2023 11:14:10 AM	Lem.Harris@dhhs.nc.gov	
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Signer Events

Pricillia Tabon
 pricillia.tabon@dhhs.nc.gov
 Security Level: Email, Account Authentication (None)

Signature




Signature Adoption: Pre-selected Style
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Sent: 6/2/2023 11:29:25 AM
 Resent: 6/5/2023 9:01:01 AM
 Viewed: 6/5/2023 9:22:59 AM
 Signed: 6/5/2023 9:23:22 AM

Electronic Record and Signature Disclosure:
 Accepted: 6/5/2023 9:22:59 AM
 ID: 98300a8d-51c4-4a9c-b823-cbb5894f9021

Myra Dixon
 myra.dixon@dhhs.nc.gov
 Security Level: Email, Account Authentication (None)




Signature Adoption: Pre-selected Style
 Using IP Address: 152.22.67.22

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 Viewed: 6/5/2023 9:23:51 AM
 Signed: 6/5/2023 9:24:06 AM

Electronic Record and Signature Disclosure:
 Accepted: 6/5/2023 9:23:51 AM
 ID: 1e71e4a8-849e-4643-ba20-20222ca7e502

Lem Harris
 lem.harris@dhhs.nc.gov
 Accounting Manager
 DHHS
 Security Level: Email, Account Authentication (None)




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 Signed: 6/5/2023 9:25:56 AM

Electronic Record and Signature Disclosure:
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Suzanne Beasley
 suzanne.beasley@dhhs.nc.gov
 AFM Section Chief
 DHHS
 Security Level: Email, Account Authentication (None)



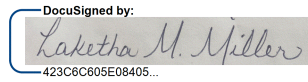
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 Signed: 6/5/2023 10:02:04 AM

Electronic Record and Signature Disclosure:
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Signer Events

Laketha M. Miller
 Laketha.miller@dhhs.nc.gov
 DHHS Controller
 NC DHHS Office of the Controller
 Security Level: Email, Account Authentication
 (None)

Signature

Signature Adoption: Uploaded Signature Image
 Using IP Address: 174.196.195.229
 Signed using mobile

Timestamp

Sent: 6/5/2023 10:02:05 AM
 Viewed: 6/6/2023 11:34:04 AM
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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)

Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> • Allow per session cookies • Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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