



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Office of the Controller

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

December 16, 2021

Dear County Director of Social Services:

Subject: “**Low Income Household Water Assistance Program Consolidated Appropriations Act**”  
and “**Administration Funds**” (LIHWAP CAA and LIHWAP ADM)

Effective with December 2021 services reimbursed January 2022, all DSS Counties, excluding Native American Counties, will use the following coding information to claim reimbursement for “**LIHWAP CAA**” and “**LIHWAP ADM**” expenditures on their DSS-1571 reports:

**Part IB (Admin)** Please activate Function Code 67 with

<u>Column</u>	<u>Description</u>	<u>App Code</u>	<u>FFP</u>	<u>CFDA#</u>
14	LIHWAP ADM	410	100% FEDERAL	93.568

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

<u>Program Code</u>	<u>Fund</u>	<u>App Code</u>	<u>Description on XS315 &amp; reimb. reports</u>	<u>% Shares</u>	<u>CFDA #</u>
377	1	377	LIHWAP CAA	100% Federal	93.568

**Part IV (There are no Part IV coding requirements)**

The related costs for both codes are capped funds and will be tracked on the XS 411C report. In terms of overhead for app code 410 in your NC-CoReLS software, this program will draw overhead from Income Maintenance Supervision & Clerical, Joint Svc & IM Workers, or Joint IM & IV-D Workers.

For additional instruction regarding SIS change notice information, please refer to the following link: <https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2021-1/cn-sis-0621.pdf> If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or 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*  
Laketha M. Miller

LMM/pt

cc: Susan Osborne                      Richard Stegenga                      Myra K. Dixon                      Kanisha Bradsher  
Suzanne Beasley                      Lem Harris                      Pricillia Tapon                      Local Business Liaisons  
DSS-1571 Contact Personnel

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

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