



April 30, 2019

Subject: DSS-1571 2018-2019 Year-End Information

Dear County Director of Social Services:

As a reminder, the service month of May 2019 (reimbursed June 2019) is the last month during which counties may report expenditures that will be reimbursed from the SFY 18-19 allocations. In an attempt to assist counties with the maximization of their remaining funds, we ask that you prepare and submit your DSS-1571 for the service month of May 2019 as soon as possible. **Because of the change in county upload and balancing requirements implemented during June 2011 by the Office of the State Controller and the Office of State Budget and Management, the Controller's Office will not change the month of June upload date. Thus, all counties will be required to upload and balance by COB on June 17, 2019.** As always please check the State system via NC X/PTR for the WCA450 Notification Report (which indicates when counties may upload their files) and the DHRWCA County Transmittal Balance Report (which indicates whether you have uploaded successfully).

Please be sure to immediately begin reviewing the XS337 (YTD Summary of Reimbursement Expenditures) and XS411 (YTD Allocations-Expenditures) reports for areas where you may need to change your coding. If there are other funding sources that may be utilized, we encourage counties to begin submitting requests as soon as an over- expenditure occurs.

If counties would like to have the eligible and available expenditures reclassified by the Controller's Office, a memorandum will need to be submitted requesting what your county would like to have reclassified with explicit details. The memo must include the statement "*I certify this reclassification is programmatically eligible for the transfer requested,*" the program name and application code number from which you would like to have expenditures moved, the amount of the expenditures, and the County Director's signature. **No automatic reclassifications will be performed by the Controller's Office.**

All requests should be **faxed** to the attention of Pricillia Tabon at (919) 715-5847 or mailed to the address below. Requests must be received in the DHHS Controller's Office by COB Monday, June 10, 2019. **Please refer to your letter dated March 19, 2019 from DSS Budget related to Work First**

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.ncdhs.gov/control • TEL: 919-855-3700 • FAX: 919-733-1635

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DSS-1571 2018-2019 Year-End Information

April 30, 2019

Page 2

Block Grant/TANF MOE. NO REQUESTS FOR RECLASSIFICATION WILL BE ACCEPTED AFTER CLOSE OF BUSINESS ON JUNE 10, 2019.

If you have any questions, please call the County Administration Accounting Unit at (919) 527-6150.

Sincerely,

Laketha M. Miller

LMM:pt

cc: DSS-1571 Contact Personnel

Susan Osborne

Jeannie Betts

Richard Stegenga

Lem Harris

Kathy Sommese

Myra Dixon

Pricillia Tabon

DSS LBLs

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