



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

July 3, 2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, SOCIAL WORKERS, AND FISCAL STAFF**

**SUBJECT: CHILD WELFARE PRE-SERVICE TRAINING TRAVEL REIMBURSEMENT, FAQs, AND
CALCULATOR**

REQUIRED ACTION: Information Only **Time Sensitive** Immediate

Background

NC DSS has set up a mechanism for counties to directly claim travel expenses for county staff attending the new redesigned child welfare pre-service training. These costs include mileage, hotel, and meals while attending pre-service training. County staff will still follow their local travel policies for reimbursement. Mileage cannot be reimbursed above the IRS rate.

Counties will provide travel reimbursement to staff who participate in the child welfare pre-service training. They will then submit the reimbursement to NC DSS to process for federal reimbursement. NC DSS will process the entire claim for travel reimbursement and reimburse counties for the federal IV-E portion. Counties will still be paying for the non-federal match and the non-reimbursable amounts.

Being able to directly claim travel expenses will allow counties to draw down IV-E federal funding for travel costs incurred during the pre-service training. The federal reimbursement percentages will be the same as the time coding, provided below for reference.

- ET (IV-E 75%): 83.29%, penetration rate will apply
- Z (IV-E 50%): 3.63%, penetration rate will apply
- N (Non-reimbursable): 13.08%

Instructions

Counties should use the attached template to submit their travel reimbursement claims for the previous month. There are instructions in the file on the first tab. Counties should fill in the information on the second or third tab where things are highlighted in yellow, along with the table for all staff who received travel reimbursement in the previous month. Once completed, please save a copy in PDF and obtain a signature from the county DSS Director or an authorized designee.

In addition to filling out the template, counties will need to provide backup documentation of their internally approved travel reimbursement forms, including receipts, for each employee who received reimbursement.

Final invoices, along with backup documentation, should be submitted to dhhs.dss.budget@dhhs.nc.gov with a subject line "Pre Service Travel Reimbursement". Everything should be submitted within 30 days after the month of travel. For reimbursement for travel in May 2024 (the first month of the new claiming mechanism), counties shall have until August 16, 2024, to submit everything.

Frequently Asked Questions (FAQs) & Calculator

NC DSS is also providing a document with frequently asked questions around the new time coding methodology for the new child welfare pre-service training. Please review the document for any outstanding questions. If you still have questions, please reach out to your Regional Specialist.

NC DSS is also providing a calculator in an attached Excel document for time coding during pre-service training. This calculator may be used to assist with calculating the number of minutes to code to each program code, particularly when an employee works more or less than 40 hours in one week.

Sincerely,



Erin Dickmeyer
Child Welfare Financial Officer
Division of Social Services, Child Welfare
North Carolina Department of Health and
Human Services

cc: LisaTucker Cauley, Senior Director of Human Services
Adrian Daye, Deputy Director for Child Welfare Practice
Ben Rose, Lead Regional Director
Kimaree Sanders, Section Chief for Regulatory and Licensing
Peter West, Section Chief for County Operations
Kathy Stone, Section Chief for Safety and Prevention
Regional Child Welfare Specialists
Richard Stegenga, Director, Business Operations
Kimberly Goodwin, DSS Budget Officer
Local Business Liaisons

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NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401
www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

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