



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

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

October 30, 2020

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures regarding **“Advance APS and CPS CARES ACT COVID-19”**

As of September 1, 2020, all 100 DSS counties have access to the **“Advance APS and CPS CARES ACT COVID-19”** codes to report expenditures on their DSS-1571 report using the following information.

Part IA (Services): Not applicable for this reporting; 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>Description on XS315 & reimb. reports</u>	<u>% Shares</u>
61-303	1	515	ADV APS CARE COVID-19	100% County
61-309	1	516	ADV CPS CARE COVID-19	100% County

Part IV (Purchased Services Requiring Client ID): Not applicable for this reporting; there are no Part IV coding requirements.

The related costs for **“ADV APS CARE COVID-19”** and **“ADV CPS CARE COVID-19”** will be tracked on the XS411C report as **“ADV APS/CPS COVID-19.”** In terms of overhead for app code 515 and 516 in your NC-CoReLS software, these programs will not draw overhead from Income Maintenance Supervision & Clerical, IV-D Supervision & Clerical, or Joint IM & IV-D Workers.

For additional instructions regarding SIS change notice information, please refer to the following link: <https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2020>. 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.

Sincerely,

DocuSigned by:

Laketha M. Miller

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Laketha M. Miller

LMM/pt

cc: Susan Osborne Richard Stegenga Myra K. Dixon Kathy Sommese
 Jeannie Betts Lem Harris Pricillia Tabon Wayne Chaison
 Local Business Liaisons DSS-1571 Contact Personnel

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