

North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

March 27, 2004

Dear County Director of Social Services:

SUBJECT: Electing Counties Work First Block Grant TANF Maintenance of Effort/Cash Assistance

The Division is again offering counties some options to assist with meeting Maintenance of Effort (MOE) requirements.

As you know, the County's required Maintenance of Effort consists of the county funds in your Work First Block Grant, and the county match in Child Protective Services IV-E Administration (up to the amount of your state Child Protective Service IV-E Administration allocation). Counties will be held to the mandate of meeting 90% of original MOE. If MOE is not met in full, the Budget Office will exercise its right to reclassify TANF 100% Federal expenditures to county funds for MOE up to the amount of the required MOE.

Cash Assistance

1. All counties with electing status automatically had their original MOE reduced to 90%. Electing counties must **spend 100%** of this reduced amount in order to move remaining WF Cash Assistance to the WFCBG. Child Protective Services IV-E Administration and automation will not count towards this requirement.
2. Counties that need access to their WF Cash Assistance must make the request in writing to Kathy Sommese, DSS Budget Analyst, at DHHS/DSS, 2417 MSC, Raleigh, NC 29699-2417. A detailed listing of spending projections for Cash Assistance and the WFCBG (Federal, State, and MOE spending) is required with submission of this request. These projections need to be reviewed by your LBL prior to submitting to the State Office. Any remaining cash assistance at year end will be transferred by the NC DSS Budget Office.

Maintenance of Effort

To assist you in meeting MOE, you may request permission from the DSS Budget Office by using the attached form to exercise either or both of the below options. Up to a total of 10% of your MOE in Work First Block Grant (NOT 10% for each option) can be used. You should contact your LBL before making any of these choices. If you are not going to meet MOE, a letter of explanation as to why MOE will not be met is required. This letter should be submitted to JoAnn Lamm, Program Administrator, DHHS/DSS 2406 MSC, Raleigh, NC 27699-2406. A copy should be sent to Sarah Barham, DSS

Budget Officer, DHHS/DSS, 2417 MSC, Raleigh, NC 27699-2417. Please provide an email copy to your Local Business Liaison.

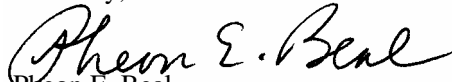
1. Automation: You may request to use the cost of automation that has been or will be purchased this fiscal year, and cost allocated on the DSS-1571 (not direct charges). Note: If you submit a letter to the Controller and receive permission to direct charge the automation to WFBG MOE, that is already counting toward MOE and would not need to be requested under this option. If you are approved to exercise this option, you must submit receipts for the automation expenses to your LBL no later than June 4, 2004 in order to receive the MOE credit at year-end closeout.
2. Excess county spending in CPS IV-E Administration: You may request to use county dollars spent for CPS IV-E Administration over and above the MOE requirement for CPS IV-E Administration. That is, if you have exhausted the State allocation in CPS IV-E Administration, and you continue to code to this fund source, your county share increases to 50% of your expenditure. It no longer counts as true MOE, but you may request that the Budget Office count the additional county funds under this option, up to the 10% total allowable.

Counties will be required to re-class (other than those requested to be made by the Controllers office) expenditures at the county level prior to submitting their final 1571 for the State Fiscal Year.

Counties wishing to exercise the option(s) explained above **must** forward the attached certification sheet for approval to Kathy Sommese, Budget Analyst, at the Division of Social Services, 2417 Mail Service Center, Raleigh, NC 27699-2417; or by email at Kathy.Sommese@ncmail.net, **by close of business on June 4, 2004**. Please include your email address so that the Budget Office can confirm receipt of your request, as well as notify you as quickly as possible as to whether your plan is approved.

The Division staff will be available to assist counties, as plans are developed to meet the MOE requirement. If you need assistance, please contact your Local Business Liaison.

Sincerely,



Pheon E. Beal

Director

Cc: Jackie Sheppard
Laketha Miller
Jack Chappell
Debbie Hawkins
Sherry Bradsher
DSS LBL

BG-05-04

Electing County
MOE/CPS IV-E/Automation Request Certification Fiscal Year 2003-04

DUE TO THE NC DSS Budget Office by June 4, 2004.

Mail to:

Kathy Sommese

2417 MSC

Raleigh, NC 27699-2417 or

FAX to:

Kathy Sommese 919-733-7058 must be immediately followed-up with an original signed copy or

E-Mail to:

Kathy.Sommese@ncmail.net, must be immediately followed-up with an original signed copy.

County Name _____

Please initial (Director of County DSS) by each of the options listed below that you would like to exercise.

_____ CPS IV-E:

This certifies that we will exceed our required CPS IV-E spending. We request that any qualified overage of required spending be applied to assist in meeting MOE.

_____ Automation:

We request approval to use automation expenditures in the amount of \$_____, that have been cost allocated on the DSS 1571 to be applied toward MOE spending. We will send invoices to our LBL no later than June 4, 2004.

Signature County DSS Director

Date