



North Carolina Department of Health and Human Services Office of the Controller

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller

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December 30, 2010

Dear County Director of Social Services:

Subject: Revised Fiscal Reporting Procedures for the Job Boost Grant

Effective with **December 2010 services reimbursed January 2011**, the following counties Alamance, Beaufort, Bladen, Brunswick, Cabarrus, Catawba, Cleveland, Columbus, Edgecombe, Gaston, Guilford, Halifax, Harnett, Iredell, Lincoln, McDowell, Mecklenburg, Nash, Richmond, Robeson, Rockingham, Rutherford, Scotland, Vance, Wilkes, and Wilson will need to use the revised coding which is listed below to claim reimbursement for the **Job Boost Fund** on the DSS-1571 report. As stated in the original letter dated **December 01, 2010** these expenses may be retroactively claimed back to October 2010 service month.

Part IA (Services and Fringe Benefits): The Part I coding has been revised; expenditures will be tracked with application code **058 Job Boost Admin**. The administration cost reported in application code 058 will be accessible to counties with **Function Code 54, Column 16**. This application is 100% federally funded through the Job Boost program. Also on Part I, application code **063** titled **Job Boost Admin 100% County** will be used to report any non-reimbursable administration cost. **Function Code 55, Column 18** should be used to report non-reimbursable cost.

Part II: There are no Part II coding requirements.

Part IV (Purchased Services): **(There are no changes to the Part IV coding.)** Counties will need to use **Fund ID "Y"** with one of the applicable **Job Boost** service codes, **which is available in the SIS Manual**. These purchased services are to be documented with a client identification number. Cost will be tracked in application code 057 *Job Boost Services*.

The CFDA number is 93.714 for the Job Boost fund. The Allocated cost from application codes 057 and 058 will be tracked on the XS411 report under the heading Job Boost. *As a revision*, in terms of overhead (for your Maximus software) application codes 058 only, will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

If you have any questions or concerns regarding these reporting procedures please contact your County's Local Business Liaison or the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

A handwritten signature in black ink that reads "Laketha M. Miller" with a stylized flourish at the end.

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel
Jack W. Chappell
Debbie Hawkins
Myra K. Dixon
Sherry S. Bradsher
Kathy Sommese
Local Business Liaisons
Kelli Winters-Billman