



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

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LOCATION:
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June 18, 2002

Dear County Director of Social Services:

Subject: Fiscal Reporting Procedures for Refugee-MA and Refugee-PA

We have received notification that the U.S. Department of Health and Human Services, Office of Refugee Resettlement, will be working with North Carolina to resettle 905 Montagnard refugees from Vietnam over the next several months. While the targeted counties for resettlement are Guilford, Mecklenburg and Wake, it is possible that these refugees will filter into adjoining counties. Therefore, we thought it necessary to review the procedures for recording costs related to Refugee Cash Assistance (Refugee-PA) and Refugee Medical Assistance (Refugee-MA) through the DSS-1571. Costs associated with the determination of eligibility for Food Stamps, Work First and programs other than Refugee Cash Assistance and Refugee Medical Assistance must be costed and cannot be direct charged to the Refugee program.

Part IB: (Salary and Fringe Benefits): Function Code 64, Column Code 13 is used to report salary and fringe benefits for staff. Reimbursement via County Administration is 100% Federal. This program is tracked under application code 402 on the XS325, XS335, and XS337 using the title "Refugee-MA."

Function Code 64, Column Code 12 is used to report salary and fringe benefits for staff. Reimbursement via County Administration is 100% Federal. This program is tracked under application code 403 on the XS325, XS335, and XS337 using the title "Refugee-PA."

These programs are **not** tracked on the XS411. Costs for "Refugee-MA" and "Refugee-PA" are shown in the "Income Maintenance" section of all reports. In terms of overhead (for purposes of your DMG software), application codes 402 and 403 **do not** draw overhead from Services Supervision, Services Overhead, IV-D Supervision & Clerical or Joint Workers-SS & IV-D Clerical.

If you have any questions, please contact your appropriate Local Business Liaison or call the County Administration Accounting Unit (919) 733-2306.

Sincerely,
[signed]
Gary H. Fuquay

GHF:dh

cc:	Pheon Beal	Local Business Liaisons	John Tanner	Debbie Hawkins
	Paul LeSieur	DSS-1571 Contact Personnel	Jack Chappell	Roxane Bernard