



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

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June 30, 2003

Dear Child Support Enforcement Agency Director:

Subject: Fiscal Reporting Procedures for the Title IV-D Child Support Enforcement program

Effective with June 2003 services reimbursed July 2003, Form DSS-1321 is obsolete and should no longer be mailed to the Controller's Office for Title IV-D Child Support Enforcement reimbursement. **Please note that this applies only to County (DSS and non-DSS) Operated IV-D Programs. State Operated counties will continue to use the form.** The county may wish to retain a monthly copy of this form for its records to serve as documentation to support Title IV-D Child Support Enforcement expenditures subject to audit in the county's single audit process. **The following Part IC and IV codes and the new Part II codes must be used to claim reimbursement through the DSS-1571 for the Title IV-D Child Support Enforcement program.**

Part IC: You will need to continue to use Function Code 79, Column Code 09 to report salary and fringe benefits for staff. Reimbursement via County Administration is 66% Federal and 34% County. This cost will be tracked in application code 430 using the title "**IV-D AFDC/Non-AFDC.**"

Part IV (Purchased Services): You will need to continue to use Fund ID "3" with applicable Title IV-D Child Support Enforcement service codes. The use of the Part IV is to permit the entry and proper crediting of fees collected from IV-D recipients. Reimbursement via County Administration is 66% Federal and 34% County. This cost will be tracked in application code 435 using the title "**IV-D Non-AFDC.**"

Part II (Administrative Expenditures and/or Purchased Services):

Part II Code 423, Fund "1" will be used to report the purchased services that do not require a client ID. Reimbursement via County Administration is 66% Federal and 34% County. This cost will be tracked under new application code 423 under the title of "**IV-D Gov't Srv Contr.**" This new Part II code should be used for the former Type Expenditures Code **A** for *Purchase of Service Contract - Government* found on the form DSS-1321 that was previously used for reporting these costs. This new application code should be used for the following expenditures:

- 1) County Attorney fees
- 2) Contract expenses for Sheriff or Deputy Sheriff
- 3) Indirect cost for Sheriff's Department

Part II Code 449, Fund "1" will be used to report the purchased services that do not require a client ID. Reimbursement via County Administration is 66% Federal and 34% County. This cost will be tracked under new application code 449 under the description "**IV-D Prvte Srv Contr.**" This new Part II code should be used for the former Type Expenditures Code **B** for *Purchase of Service Contract - Private*

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found on the form DSS-1321 that was previously used for reporting these costs. This new application code should be used for the following expenditures:

- 1) Private Attorney fees

Part II Code 450, Fund "1" will be used to report the purchased services that do not require a client ID. Reimbursement via County Administration is 66% Federal and 34% County. This cost will be tracked under new application code 450 under the description "**IV-D Coop Agrments.**" This new Part II code should be used for the former Type Expenditures Code **C** for *Cooperative Agreements* found on the form DSS-1321 that was previously used for reporting these costs. This new application code should be used for the following expenditures:

- 1) Sheriff's process service fees
- 2) Fees to Clerk of Court
- 3) Fees for vital records
- 4) Cost for publication services
- 5) Cost for contract administration or collection services

Part II Code 432, Fund "1" will be used to report the purchased services that do not require a client ID. Reimbursement via County Administration is 90% Federal and 10% County. This cost will be tracked in application code 432 under the description "**IV-D Blood Test.**" This new Part II code should be used for the former Type Expenditures Code **D** for *IV-D Blood Tests* found on the form DSS-1321 that was previously used for reporting these costs. This new application code should be used for the following expenditures:

- 1) Cost of blood tests

You will need to still follow the Title IV-D Child Support Enforcement procedures in the Fiscal Manual in regards to rates per hour for the attorney services and other requirements listed in the Fiscal Manual. The only change is that you do not need to send in your form DSS-1321 to the Controller's Office for Title IV-D Child Support Enforcement reimbursement but to upload the Title IV-D Child Support Enforcement request for reimbursement on your DSS-1571 report.

This program **will not** be tracked on the XS411. In terms of overhead (for your Maximus software), this program **will not** draw overhead from Services Supervision and Clerical, IM Supervision and Clerical, or Joint Workers-SS and IM.

If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/rlb

cc: Child Support Enforcement Agency Finance Officers Jack W. Chappell Debbie Hawkins Roxane L. Bernard
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