



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

Roy Cooper
Governor

Mandy Cohen, MD, MPH
Secretary

Laketha M. Miller
Controller

April 11, 2018

Subject: DSS-1571 2017-2018 Year-End Information

Dear County Director of Social Services:

As a reminder, the service month of May 2018 (reimbursed June 2018) is the last month during which counties may report expenditures that will be reimbursed from the SFY 17-18 allocations. In an attempt to assist counties with the maximization of their remaining funds, we ask that you prepare and submit your DSS-1571 for the service month of May 2018 as soon as possible. **Because of the change in county upload and balancing requirements implemented during June 2011 by the Office of the State Controller and the Office of State Budget and Management, the Controller's Office will not change the month of June upload date. Thus, all counties will be required to upload and balance by COB on June 15, 2018.** As always please check the State system via NC X/PTR for the WCA450 Notification Report (which indicates when counties may upload their files) and the DHRWCA County Transmittal Balance Report (which indicates whether you have uploaded successfully).

Please be sure to immediately begin reviewing the XS337 (YTD Summary of Reimbursement Expenditures) and XS411 (YTD Allocations-Expenditures) reports for areas where you may need to change your coding. If there are other funding sources that may be utilized, we encourage counties to begin submitting requests as soon as an over- expenditure occurs.

If counties would like to have the eligible expenditures reclassified by the Controller's Office, a memorandum will need to be submitted requesting what your county would like to have reclassified with explicit details. The memo must include the statement "*I certify this reclassification is programmatically eligible for the transfer requested,*" the program name and application code number from which you would like to have expenditures moved, the amount of the expenditures, and the County Director's signature. **No automatic reclassifications will be performed by the Controller's Office.**

www.ncdhhs.gov • www.ncdhhs.gov/control

Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019

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All requests should be **faxed** to the attention of Pricillia Tabon at (919) 715-5847 or mailed to the address below. Requests must be received in the DHHS Controller's Office by COB Friday, June 8, 2018. Please refer to your letter dated March 13, 2018 from DSS Budget related to Work First Block Grant/TANF MOE. **NO REQUESTS FOR RECLASSIFICATION WILL BE ACCEPTED AFTER CLOSE OF BUSINESS ON JUNE 8, 2018.**

If you have any questions, please call the County Administration Accounting Unit at (919) 527-6150.

Sincerely,



Laketha M. Miller

LMM:pt

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|--------------------------------|-------------------------|-----------------|
| cc: DSS-1571 Contact Personnel | Local Business Liaisons | Lem Harris |
| Wayne Black | Jeannie Betts | Myra Dixon |
| Kathy Sommese | Richard Stegenga | Pricillia Tabon |

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