



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

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June 19, 2007

Dear County Director of Social Services/Child Support Enforcement Agency Directors:

Subject: DSS Fiscal Manual Updates/Changes

The DSS Fiscal Manual has been reissued with the date of June 30, 2007. The reissued DSS Fiscal Manual replaces all past issuances of the DSS Fiscal Manual. The DSS Fiscal Manual is available to local DSS personnel via the DHHS Office of the Controller website. In addition, copies of the most important correspondence (e.g. Dear County Director letters and Dear Child Support Enforcement Agency Directors letters) are posted on our website for your convenience for viewing or downloading.

You may locate the DSS Fiscal Manual from the DHHS Office of the Controller Home page:
<http://www.ncdhhs.gov/control/>

Click on County Departments of Social Services
Click on Fiscal Manual

The following is a brief summary of the updates/changes made to this fiscal manual reissue.

- 1) The letter documenting the Indirect Cost Plan was updated in section II E-2.
- 2) Procedures on reporting the *DSS facility contract workers* were revised in section III A-24.
- 3) '*Requests for reclass*' addendum was added to section VII A-1.
- 4) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 5) Review Appendix-I under the linked titled "New Updates 4th Qtr" for a direct link to the current DSS Fiscal Manual revisions.

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If there are questions concerning this DSS Fiscal Manual or how to access the website, please contact the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/pt

cc: Jack W. Chappell
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