



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

Michael F. Easley, Governor  
Dempsey Benton, Secretary

Laketha M. Miller, Controller  
(919) 733-0169

MAILING ADDRESS:  
2019 Mail Service Center  
Raleigh, NC 27699-2019

LOCATION:  
616 Oberlin Road  
Raleigh, NC 27605

December 21, 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 December 31, 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) New application codes have been added; the changes to Part I and Part II, codes can be found in sections III-A and III-B.
- 2) Updates have been added to Section III-A referencing reporting procedures pertaining to absentee time within CAP, At Risk, etc.
- 3) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 4) Appendix-I under the linked titled "New Updates 2nd 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  
Debbie Hawkins  
Myra K. Dixon  
Pricillia Tabon  
Sherry Bradsher  
Sarah Barham  
Local Business Liaisons  
DSS-1571 Contact Personnel  
IV-D Consultants