



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

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September 26, 2008

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 September 30, 2008. 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) A new application code was added to Part I. The change can be found in III-A.
- 2) The application codes pertaining to Adolescent Parenting (384, 385, 386, and 390) were removed.
- 3) Additional information concerning Contracted Workers was added to section III-A.
- 4) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 5) Appendix-I under the linked titled "New Updates 1st Qtr" for a direct link to the current DSS Fiscal Manual revisions.

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

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