



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

Beverly Eaves Perdue, Governor
Lanier M. Cansler, 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 30, 2010

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, 2010. 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 view or download 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) Job Boost Fund coding was added. The Part I and Part IV reporting criteria can be found in sections III A and III C respectively.
- 2) Application codes 110, 087, 045, and 202 were removed.
- 3) Instructions for cell phone stipends were added. See section II A for details.
- 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 2nd Qtr" for a direct link to these and other 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,

Laketha M. Miller

LMM/pt

cc: Jack W. Chappell
Debbie Hawkins
Myra K. Dixon
Pricillia Tabon
Sherry S. Bradsher
Kathy Sommese
Local Business Liaisons
DSS-1571 Contact Personnel
IV-D Consultants