



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

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Laketha M. Miller, Controller
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June 17, 2011

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, 2011. 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) Family Violence Prevention Services coding was added. The Part I and Part IV reporting criteria for the new application codes can be found in sections III A and III C respectively.
- 2) There have been a few changes in the DSS staff. Review Appendix III for an update reflecting the current changes.
- 3) The new deadline for the DSS-1571 report is by the 15th of each month or the first work day thereafter. Please note; there were no changes to the completion deadline for the Preliminary Interim report.
- 4) Additional wording was added concerning reporting personnel costs for local departmental staff. See Section I D, bullet 4a.
- 5) Review Appendix-I under the linked titled "New Updates 4th Qtr" for a direct link to these and other DSS Fiscal Manual revisions.

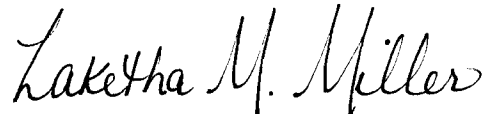
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If there are questions concerning this DSS Fiscal Manual or how to access the website, please contact the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

A handwritten signature in black ink that reads "Laketha M. Miller". The signature is written in a cursive style with a large initial "L".

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