



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

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December 16, 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 December 31, 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) Funding for Family Violence Preventive Services ended, County access to these codes is closed.
- 2) The codes for LIHEAP Benefit Payments (app code 352) and LIHEAP Prior Period/Audit Adjustment (app code 360) were added to Part II. The codes can be found in section III-B.
- 3) The codes for TANF Contingency Job Boost Phase II svc and TANF Job Boost Phase II adm were closed. Based on fiscal requirements, TANF Job Boost svc and TANF Job Boost adm was added as a replacement. The Part I and Part IV reporting criteria can be found in section III A, and III C.
- 4) Review Appendix-I under the linked titled "New Updates 2nd 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,


Laketha M. Miller

LMM/pt

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