



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

Roy Cooper  
Governor

Mandy Cohen, MD, MPH  
Secretary

Laketha M. Miller  
Controller

April 6, 2018

**Subject: DSS Fiscal Manual Updates/Changes**

Dear County Director of Social Services/Child Support Enforcement Agency Directors:

The DSS Fiscal Manual has been reissued with the date of March 31, 2018. 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 Direct 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 Controller Home Page:  
<https://www.ncdhhs.gov/control/>

Click on the County Department of Social Services  
Click on Fiscal Manual

The following is a brief summary of the updates/changes made to this Fiscal Manual reissue.

- 1) Business fiscal changes made it necessary for application code 217 Medical Transportation Services to be removed from Part I and replaced with application code 517 Medical Transportation Non-Reimbursement.
- 2) The same was necessary for application code 218 MA Vehicle Expenses to be removed from Part II and replaced with application code 518 Medical Vehicle Non-Reimbursement.
- 3) Staff changes were made. See Appendix III.
- 4) Review Appendix-I under the linked titled "New Updates for 3<sup>rd</sup> Qtr" for the direct link to these and other DSS Fiscal Manual revision.

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/control](http://www.ncdhhs.gov/control)

Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603

Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019

An Equal Opportunity / Affirmative Action Employer



DSS Fiscal Manual Updates/Changes

Page 2

April 6, 2018

If there are questions concerning this DSS Fiscal Manual Update or how to access the website, please contact the County Administration Accounting Unit at (919)-527-6150.

Sincerely,

A handwritten signature in blue ink that reads "Laketha M. Miller" with a stylized flourish at the end.

Laketha M. Miller

LMM/ke

cc: Wayne E. Black      Richard Stegenga      Myra K. Dixon      Alycia Gaither  
Jeannie Betts      Lem Harris      Pricilla Tabon      Local Business Liaisons  
DSS-1575 Contact Personnel