



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Office of the Controller

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
LAKETHA M. MILLER • Controller

October 21, 2024

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 September 30, 2024. 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 NCDHHS Policy and Manual Page:
<https://policies.ncdhhs.gov/departamental/policies-manuals/section-ii-budget-and-finance/manuals>
Click on DSS Fiscal Manual.

The following revisions/updates have been made to the Fiscal Manual:

- Revisions in Sections III A, pages 24 and 25 to the details for Contract Employee. Sections III A, B and C revision to language regarding E&E and Non-E&E reporting.
- Revisions in Section III D references IV-D Fees details

Revision in Section IV B - 2 there are changes to the Function Codes.

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

Sincerely,

DocuSigned by:

Laketha M. Miller
Laketha M. Miller

LMM/ke

cc: Carla West Suzanne Beasley Lem Harris Richard Stegenga
Tiffiney Newton Myra K. Dixon Kimberly Goodwin DSS-1571 Contact Personnel
Local Business Liaisons & Fiscal Compliance Monitors

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER

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