



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

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LAKETHA M. MILLER • Controller

October 15, 2025

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, 2025. 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/dss-fiscal-manual/>.

Click on DSS Fiscal Manual.

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

- Revision to Section III, IV and VI regarding how counties should submit documentation to the Office of Controller County Admin office, from 'Fax' to 'Email'. Please see the specified sections for further guidance.
- Revision to Section II, page E-2 regarding cover letter format needed for indirect costs allocation plan due April 15, 2026.
- Revisions to 'Controller's Office and Fiscal Office Organization Index', Appendix III.

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
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Laketha M. Miller

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LMM/ke

cc: Carla West Suzanne Beasley Myra K. Dixon Tiffiney Newton
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