



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

JOSH STEIN • Governor
DEV DUTTA SANGVAI • Secretary
LAKETHA M. MILLER • Controller

February 7, 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 December 31, 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/departmental/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:

- Revisions in Sections III, pages A-5 and B-11 to the details of new Part IA app code 289 MAC/SA In Home, app code 312 IV-E FFPSA 50% and Part II app code 278 FNS E&T Childcare.
- Revision to Section II, page E-2 regarding cover letter format needed for indirect costs allocation plan due April 15, 2025.
- Revisions for 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
423C6C805E08405
Laketha M. Miller

DS Initial
SB *MD*

LMM/ke

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

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

LOCATION: 1050 Umstead Drive, Spruill Annex, Raleigh, NC 27603
MAILING ADDRESS: 2019 Mail Service Center, Raleigh, NC 27699-2019
www.ncdhhs.gov/control • TEL: 919-855-3700 • FAX: 919-733-1635

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