



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Controller

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

January 22, 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 December 31, 2023. 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/manuals>
Click on DSS Fiscal Manual.

The following application codes and updates have been included in the fiscal manual for your use:

- Part IB app code 440 NC MICI (Med Exp) see Section III page A-7.
- Updated Controllers Office and Fiscal Office contact information; see Appendix III
- Updated Indirect Cost Allocation Plan indicating correct dates for ICP due April 15, 2024; see Section II page E-2.

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

DS Initial
SB MD

LMM/ke

cc: Carla West	Suzanne Beasley	Lem Harris	Richard Stegenga
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NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER

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