



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of the Controller

JOSH STEIN • Governor  
DEVDUTTA SANGVAI • Secretary  
LAKETHA M. MILLER • Controller

July 31, 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 June 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/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:

- Revision to Section II, page E-2 regarding cover letter format needed for indirect costs allocation plan due April 15, 2026.
- 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*  
423C6C605E08405  
Laketha M. Miller

DS  
SB

Initial  
MD

LMM/ke

cc: Carla West      Suzanne Beasley      Myra K. Dixon      Tiffiney Newton  
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**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER**

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