



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

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

July 18, 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 June 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 (OoC) 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 OoC website for your convenience to view or download.

You may view or download the DSS Fiscal Manual from the NCDHHS Policy and Manual Page:  
[Departmental Policies/Manuals – NCDHHS Policies and Manuals](#) Click on DSS Fiscal Manual.

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

- Section III page A-3 Part IA
  - app code 285 Pre-Training CWS function code 07 column 11
  - app code 288 Pre-Training CWS 75% function code 07 column 12
  - app code 307 Non-Reimb Pre-Training CWS function 05 column 18
- Appendix III, Updates to the Office of the Controller and DSS Fiscal Office staff contact information.

If there are questions concerning this DSS Fiscal Manual Update or how to access the website, please contact the Subsystems - County Administration Unit by email ([CNTY.ADMIN@dhhs.nc.gov](mailto:CNTY.ADMIN@dhhs.nc.gov)) or at 919-527-6150.

Sincerely,

DocuSigned by:  
  
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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