Medicaid E&E Claiming Job Aid #1: Payroll Import Template

Each county must complete the new Payroll Import Template to be able to complete your DSS-1571 process starting October 2022. Please follow the below steps to ensure compliance.

1 Download the new Payroll Import Template

 Make sure you have the correct version of the PAYROLL IMPORT TEMPLATE by downloading it from https://www.ncdhhs.gov/payroll-import-template/

2 Map employees to State Job Classes

- Each employee should be matched as closely as possible to the appropriate State Job Class position based on the duties for which they are responsible
- To see a standardized description of each State Job Class, visit the <u>NC OSHR webpage</u> or click the link within the file
- When aligning each employee to a State Job Class, review the E&E Allowability on the State Position Classifications tab of the PAYROLL IMPORT TEMPLATE
- Confer with your Human Resources department to assist with appropriate mapping as needed
- Update your local job descriptions to include any E&E activities

3 Select the State Job Class

 In Column H, use the drop-down menu to select the appropriate option for each employee

4 Select the E&E Allowability

- Review the updated Guidance on 75-25 Allowability for both activities and personnel
- Use the drop-down menu to choose an E&E Allowability category for each employee
- There are 5 options:

<u>E&E Direct</u>: Any economic services employee who completes daysheet

<u>E&E Supervision</u>: Supervises E&E activities

<u>E&E Support</u>: Supports E&E operations

<u>E&E Train/OSS</u>: Trains in the use of the E&E program **<u>Non-E&E</u>**: Does not conduct, supervise, or support E&E activities in NC FAST

5 (As Necessary) Gather Evidence and Submit Backup Documentation Notice

- If you select an E&E category in Column I for a State Job Class that is INELIGIBLE for E&E Allowability, you will receive a warning message for that line
- For each instance, add the employee's information to the **BACKUP DOCUMENTATION NOTICE** document, explain the reason for enhanced 75-25 claiming, and gather additional evidence, have your County DSS Director sign
- Email it with attachments to <u>CNTY.ADMIN@dhhs.nc.gov</u> when submitting your 1571 in NC-CoReLS (only the first month it applies, no need to resend it monthly)

If you need additional help, please contact your LBL or review the published FAQ, NC-CoReLS User Manual, or other job aids at <u>NC County Reimbursement Ledger Suite (NC-CoReLS) | NCDHHS</u>



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| The North Carolina Office of Stat | te Human Resources provides Local (| povernments with the | Memos | | | | | |
| following job classifications. | | | | | | | | |
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| | DIRECTIONS: | | Fill the con CN | out all fields Payroll Impo nplete, have TY.ADMIN@d | in orange. Cop rt Template wi your director si hhs.nc.gov. | y and paste information fro to show an "Inconsistent Da on the Notice and send to | m any employees on ta" warning. Once | |
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| 3 | | TO: | c | ounty Admini | stration Account | t Unit/Controller's Office | | |
| 4 | | FROM: | | | Example Cou | unty DSS | | |
| 5 | | RE: | D | 55-1571 Backs | p Documentati | on for E&E 75/25 Claiming | | |
| 6 | | DATE: | | Today's Date | | | | |
| 7 | | PERIOD RANGE: | | Service Month(s) | | | | |
| 8 | | | | | | | | |
| 9 | LastName | FirstName | MI | EmployeeID | StateJobClass | EEAllowabilityDescription | Reasoning | Backup Documentation Included |
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