

# 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/>



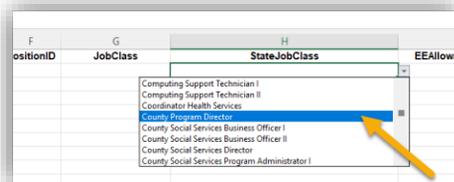
## 2 Map employees to State Job Classes

- 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 [NC OSHR webpage](#) 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:

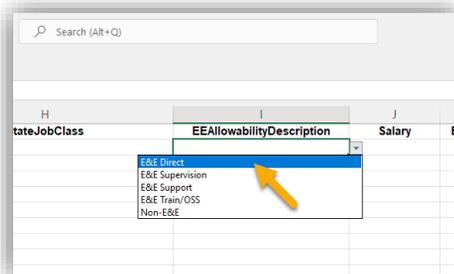
**E&E Direct:** Any economic services employee who completes daysheet

**E&E Supervision:** Supervises E&E activities

**E&E Support:** Supports E&E operations

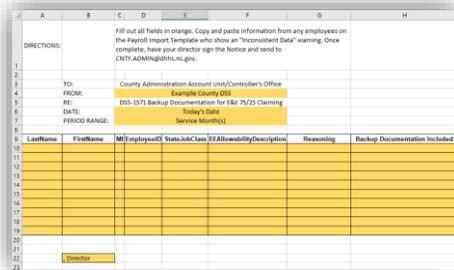
**E&E Train/OSS:** Trains in the use of the E&E program

**Non-E&E:** 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 [CNTY.ADMIN@dhhs.nc.gov](mailto:CNTY.ADMIN@dhhs.nc.gov) 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 [NC County Reimbursement Ledger Suite \(NC-CoReLS\) | NCDHHS](#)

