



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

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

January 6, 2023

Dear County Director of Social Services:

Subject: “**Professional Foster Parents**”

Effective retroactively with **October 2022** services reimbursed **November 2022**, Polk County will use the following coding information to claim reimbursement for “Professional Foster Parents” expenditures on its DSS-1571 reports:

**Part I: (There are no Part I coding requirements)**

**Part II: (There are no Part II coding requirements)**

**Part IV: (Purchased Services Requiring Client ID)**

<u>Fund ID</u>	<u>App Code</u>	<u>Description on XS315 &amp; Reimb Reports</u>	<u>Funding</u>
E	338	PF Parenting	100% State

The related costs for app code 338 are capped funds however, it will not be tracked on the XS 411C report. Overhead in your NC-CoReLS software is not applicable to app code 338.

For additional instruction regarding SIS change notice information, please refer to the following link: <https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2022>. If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration Accounting Unit at (919) 527-6150 or you may email us at CNTY.ADMIN@dhhs.nc.gov.

Sincerely,

DocuSigned by:

*Laketha M. Miller*  
423C6C805E08405  
Laketha M. Miller

LMM/pt

cc: Susan Osborne                      Richard Stegenga                      Myra K. Dixon                      Kanesha Black  
Suzanne Beasley                      Lem Harris                      Pricillia Tabon                      Local Business Liaisons  
DSS-1571 Contact Personnel

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER**

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