



North Carolina Department of Health and Human Services Office of the Controller

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

Laketha M. Miller, Controller
(919) 733-0169

LOCATION:
1050 Umstead Drive
Raleigh, NC

February 1, 2010

MEMORANDUM 2010-08

TO: Division Directors
Division Budget Officers

FROM: Laketha M. Miller

A handwritten signature in cursive script that reads "Laketha M. Miller".

RE: Tracking Repatriation/Refugee Cost and Time and Effort

Since North Carolina is targeted to receive repatriates and/or refugees from Haiti, a process for tracking costs and time and effort has been established for the Department.

Attached please find a time sheet for recording hours worked related to the repatriation effort. Instructions are at the bottom of the form. Note that three columns are pertinent to the effort at hand. The column, Repatriation Planning, is for time spent by staff to formulate the Department's plan of action. This time needs to be tracked separately because the Department has not received clarification from the Federal government as to the allow ability of costs associated with this effort. Time for actual deployment to process repatriates should be recorded under the Repatriation column. Additionally, there is the possibility that we will receive refugees. Time and effort related to this effort should be entered in the Refugee column. Additional instructions are included at the bottom of the time sheet.

Additionally, a Federal Reimbursement Code (FRC) 8L, HHS ORR Emergency Repatriation – FFP 100%, has been established for charging direct costs associated with allowable repatriation activities. FRC 8W, Cuban –Haitian Refugees and Entrants will be used for costs incurred for refugee efforts.

Thank you in advance for your cooperation. If you have questions, please contact Curtis Crouch at 855-3693.

Cc: Dan Stewart
Allen Feezor
Maria F. Spaulding
DHHS Controller's Office Section Chiefs

