



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

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Laketha M. Miller, Controller  
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July 15, 2005

Dear County Director of Social Services:

**Subject: Fiscal Reporting Procedures for the CIP Refunds**

Effective with June 2005 services reimbursed July 2005, you will need to use the following codes to report CIP Refunds on the DSS-1571.

**Part II: (Administrative Expenditure and/or Purchased Services):** Please report the CIP refunds as a **negative** number on the Part II Code 379, Fund "1". This Part II coding will be used to report purchased services that do not require a client ID. This cost will be tracked in application code 379 in the "Income Maintenance" section of all reports. This is 100% Federal funds.

The CFDA number for CIP Refunds is 93.568. This program will not be tracked on the XS411. For purposes of your Maximus software, application code 379 **will not** draw any overhead.

If you have any questions concerning these reporting procedures, please contact your appropriate Local Business Liaison or County Administration at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/rlb

cc: DSS-1571 Contact Personnel    Jack W. Chappell    Debbie Hawkins    Roxane L. Bernard    Pheon Beal  
Sarah Barham    Local Business Liaisons    David Prince    Kelli Winters-Billman