SECTION IV-A

SECTION IV - DSS-1571 SUBMISSIONS

September 30, 2016

Section IV-A The Who's, What, When's and Where's of DSS-1571 Submission

Submission Instructions

Certification

The report or Statement of Administrative Cost is to be dated and signed by the County Finance Officer, who by General Statute is responsible for the accuracy of the information reported. The report or Statement of Administrative Cost will be co-signed by the Director of the Department of Social Services.

Submission

Reports have one method of submission, which is electronic. Item 1 addresses those items that apply to ALL submissions. Item 2 applies to "electronic" submissions.

1. ALL submissions:

- If reports are not balanced, error free and/or received after the 15th of the month, (or the first workday thereafter) that county will not receive an interim payment the following month.
- If you are submitting the Part II electronically, counties should retain the DSS-3538 with your copy of the report for audit purposes. If there are any questions concerning how to report a worker, how to report an expenditure, or any questions about the DSS-1571 report, please call either your Local Business Liaison or the County Administration Accounting Unit of the Controller's Office.

2. ELECTRONIC submissions:

- In preparing for electronic submission, the county must have at least one person that has a RACF ID and password (assigned for the county fiscal group) for the State Informational Technology System, ITS, mainframe The upload program requires a Windows 95 operating system (the same requirement as has been stated for the Windows' version of QuIC and TEC). The county must also have access to NC XPTR (see APPENDIX IV) on the ITS system. There are several methods of connecting to the ITS mainframe to be able to use the upload capability. One method is by connection to North Carolina's statewide area network. Another method is through an Internet Service Provider (such as America OnLine, Compuserve, etc.). Then there is the dial-up method (you must request special assistance to set up this method). The dial-up method requires a modem be installed with your computer and access to a phone line that will be dedicated to the function you are performing at any one time (upload, reviewing reports, etc**.).** An alternative method of electronic submission is by the NC County Reimbursement Ledger Suite (NC-CoReLS). For details on transmitting through NC-CoReLS, counties must contact NC-CoReLS customer service at DHHS.CoReLS.Support@DHHS.NC.GOV. Any questions may be addressed to the help

desk at (919) 855-3200 (let the help desk operator know you need to have access to use NC XPTR, and file uploading capabilities to the mainframe, using FTP).

- When the county is ready to upload the parts of the 1571 they intend to file electronically, they must complete the Statement of Administration format shown in Figure IV-A. (on county letterhead, plain paper, or other paper of their choice), then fax a copy to: (919) 715-5847 ATTN: County Administration Accounting Unit.

- Effective July 1, 2004 for FY 04-05, ***it is no longer required that the original signatures of the county director and county finance officer on the Statement of Administrative Cost form be mailed to the Controller's Office***; it may be faxed to the Controller's office. Electronic signatures and signature stamps are permitted. However, it is the responsibility of the county to establish procedures assuring that only authorized persons have access to facsimile signatures. Regardless of whether a copy of the document is faxed or mailed, counties are required to retain a copy of the document submitted for retention and audit purposes.

- The Statement of Administrative Costs should be signed under the Certification by the local County Director and by the DSS County Finance Officer.

- The county may use the software provided by the State for the upload. This software may be found through the DHHS Controller's Office web site http://www.ncdhhs.gov/control/socserv/1571proj.htm. After installation, any questions about this program should be addressed to the Controller's Office, County Administration Accounting Unit at (919) 527-6150.

- Each month after a county's DSS-1571 upload has been completed and the Statement of Administrative Costs form has been faxed, the county's files will be processed and the result will be placed in NC XPTR under report *DHRWCA County Transmittal Balance Report* for the county to review. If there are any errors or the file's computed total does not match the Statement of Administrative Costs form totals, the county must determine the problem and make the necessary changes. See Section IV-B (which immediately follows this section) for a list and description of possible errors also see the last page of the Fiscal Manual (Appendix-IV) NC XPTR instructions for a list of the available reports. If the DSS-1571 file is incorrect, the county must correct the data, create a new file and repeat the upload step. If a total is incorrect on the Statement of Administrative Costs form, the county must correct the form, have it resigned and/or initial the correction, and resubmit it as directed above. If there are no errors and the totals agree, the county DSS-1571 transmission is complete.

- Do not call the State Help Desk regarding errors on your XS305. Upon calling County Administration, they will determine if there is a need to call the State Help Desk or if the NC-CoReLS Help Desk should be contacted.

- Refer to WCA305 XS307 for information on the date of the county's last submission.

Figure IV-A

SECTION IV-B

SECTION IV-B Error Messages for Part I, II & IV

Local County Departments of Social Services must submit their DSS-1571 reports on a timely basis. If the County Administration Accounting Unit has not received the DSS-1571 (balanced and error free) by the 15th of the month or the first workday thereafter that county's DSS-1571 will be considered late.

If there are any errors or the County transmittal file's computed totals does not match the Statement of Administrative Costs form totals, the county must determine the problem and make the necessary changes after reviewing their error message/s. Error message/s may be found on the NC XPTR report DHRWCA DAILY XS305 Edit Report. Outlined below is a list of the most common error messages along with one warning message and brief descriptions of these messages. Please note, this list is not all inclusive; there may be other errors that transpire for your county which are not listed. When the DSS-1571 file is incorrect, counties must correct the data, create a new file and repeat the upload process. If there are no errors and the totals agree, the county DSS-1571 transmission is complete. For additional assistance contact County Administration at (919) 527-6150 or your county's Local Business Liaison.

--Error Messages and Descriptions--

COUNTY INVALID
(County number must be numeric and contain a valid value of 000-099, a valid IV-D or a valid Indian defined county number)

TIME IN COLUMN INVALID WITH FUNC CODE
(The combination of the function code and the column code are not valid together)

SERVICE DATE INVALID
(The service date keyed is something other than the current service date)

SEQ-NO NOT NUMERIC
(There is a character keyed in sequence number that is not numeric)

SOCIAL SECURITY NUMBER NOT NUMERIC
(There is a character keyed as a valid employee identification number that is not numeric)

POSITION NUMBER NOT NUMERIC
(There is a character keyed as a position number that is not numeric)

LAST NAME IS MISSING
(The last name is missing in the name field)

BENEFITS NOT NUMERIC
(There is a character keyed as a benefits number that is not numeric)

TOTAL NOT NUMERIC
(There is a character keyed as a position number that is not numeric)

SALARY NOT NUMERIC
(There is a character keyed as a position number that is not numeric)

TOTALS NOT EQUAL
(The salary plus the benefits does not equal to the amount in the total field)

PEOPLE COUNT NOT NUMERIC
(There is a character keyed as a people count number that is not numeric)

EQUIVALENCY SHOULD EQUAL ZERO
(When used with Function Code 39)

COLUMN NUMBER NOT NUMERIC
(There is a character keyed as the column number that is not numeric)

COLUMN NUMBER LESS THAN 9
(Column code number cannot be less than 9 for Part I coding)

COLUMN NUMBER GREATER THAN 18
(Column code number cannot be greater than 18 for Part I coding)

PERCENTAGE NOT NUMERIC
(There is a character keyed as the percentage that is not numeric)

PERCENTAGE TOO HIGH
(Percentage is greater than 100%)

TIME IN COLUMN INVALID WITH FUNCTION CODE
(Time entered in column does not coincide with the column and function code used)

FUNCTION CODE IS INVALID
(Not a correct function code)

TIME MUST EQUAL 100 PERCENT IN COL 18 ONLY
(Function Codes 83, 84, 85, 86, 87, 88, 89, 90, 91, or 98 are being used with time entered into a column code other than column code 18; if column code 18 is used time must be 100%)

NO TIME ENTERED IN COLUMNS
(There is no time associated to the column code)

TOTAL PERCENT NOT EQUAL TO 100%
(The total percentage relating to the column code must be 100%)

CO NOT AUTHORIZED USE OF F/C COL COMB
(County is not authorized to use the Function/Column code combination)

CO NOT AUTHORIZED USE OF PART II CODE
(County is not authorized to use the Part II coding)

PART II SEQUENCE NUMBER IS INVALID
(Part II Sequence number not valid)

PEOPLE COUNT GREATER THAN 1.00
(This message is a ***Warning not an error***. The people count entered should equal 1.00 or less, unless reporting for temporary position, contracted position, overtime or corrections from prior period.) **In *no* case should an equivalency exceed 9.99.**

SECTION IV-C

Section IV-C Claiming Expenditures from Prior Periods on the DSS-1571

A. In order for expenditures to be reportable and reimbursable on the DSS-1571, they must have been incurred within two years of the time in which they will be reported.

B. Expenditures incurred and found to be claimed erroneously must be corrected. Therefore, all expenditures discovered to have been claimed incorrectly must be returned to the federal government no matter how far back they occurred, but the two-year rule must be applied when claiming reimbursement of expenditures.

C. If a county discovers expenditures never reported for reimbursement, these expenditures are not eligible to be reported for reimbursement if they exceed the two year time limit, even though they were eligible when incurred.

Following are two examples to further explain claiming expenditures from prior periods.

1. A county discovers in January 2012 they neglected to claim expenditures for supplies in April 2010. They have already completed and uploaded their DSS-1571 for December services paid January 2012 so the next possible claim will be filed in February 2012. The county may go back to April 2010 to claim any expenditure they missed so, yes, the county may include these expenditures in the February 2012 report.

2. A county discovers in January 2012 they neglected to claim expenditure for supplies in April 2008. They have already completed and uploaded their DSS-1571 for December services paid January 2012 so the next possible claim will be filed in February 2012. The county may only go back to April 2010 to claim any expenditure they missed so no, the county may not include these expenditures in the February 2012 report since it is over the two year time limit.

Note: The time frame is based on two years from the 1st month of the quarter following the current reporting quarter that is being reimbursed.

If current reporting month falls in this Quarter:	**Then**	**Reimbursement is allowable 2 years back from this Month:**
January-March		April payment month
April-June		July payment month
July-September		October payment month
October-December		January payment month