

## CHANGE NOTICE FOR MANUAL

**DATE: January 31, 2014**

**MANUAL:** Child Placement and Payment System Manual Instructions  
**CHANGE NO.:** 1-2014  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **January 31, 2014**, make the following changes to the Child Placement and Payment System Manual.

### I. GENERAL

This change notice transmits revisions to the Child Placement and Payment System Manual. The changes are outlined below.

### II. SPECIFIC CHANGES

#### COMPLETING THE DSS-5094 FORM

Section III.K. ELIGIBILITY INFORMATION (fields 52 through 56) FIELD 55 Funding Source is revised to add 'IV-E' ADMIN ELIGIBLE' as a source to capture a child's IV-E eligibility and reimbursement status.

### III. INSTRUCTIONS FOR MAINTENANCE OF THE CHILD PLACEMENT AND PAYMENT SYSTEM MANUAL

**To maintain your current hard copy of the CPPS Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at

<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/chg/>

2. Click on Change No. 1-2014

3. Click on the "CN 1-2014" and attachment links at the bottom of the page to print the Change Notice and the attached documents.

4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hard copy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
CPPS System Manual	31	CPPS System Manual	31

If you have any questions, please contact the DSS Information Support Staff at (919) 527-6270.

Sincerely,



Hank Bowers, Chief

Performance Management/Reporting & Evaluation  
Management Section

HB:wc

Attachment

[CPPS\\_Manual\\_31.pdf](#)