



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

May 4, 2021

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: CSS Reports available for Excel download

REQUIRED ACTION: Information Only Time Sensitive Immediate

Effective May 7, 2021, an enhancement is being made to three Child Support Services (CSS) ACTS Reports on the CSS Worker Portal. These reports can be downloaded to an Excel spreadsheet by selecting this option from the Search Results screen on the CSS Worker Portal. The following reports have the Excel download capability:

DHRFCK IVD COLLECTIONS REPORT
DHRFCK CASE COUNT W/O ORDERS
DHRFCK CASE COUNT WITH ORDERS

If you have any questions, please contact the Policy and Training Team at csetraining@dhhs.nc.gov or your Regional Program Representative.

Sincerely,

Carla L. West
Senior Director for Economic Security
North Carolina Child Support Director

cc: Regional Program Representatives

CSS_21_24