



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**KODY H. KINSLEY** • Secretary

**SUSAN G. OSBORNE** • Assistant Secretary for County Operations  
for Human Services

March 11, 2022

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 March 25, 2022, an enhancement is being made to six 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:

DHRFKK APS UNDER INCOME WITHHOLD  
DHRFKK CASES OPENED IN ACTS  
DHRFKK CHILDREN SERVED IN ACTS  
DHRFKK CLIENTS SERVED IN ACTS  
DHRFKK QTRLY CLOSED CASES REPORT  
DHRFKK SUMM OF OBLIGATION INFORM

Should you have questions or need additional information, please contact the Policy and Training Team at [csetraining@dhhs.nc.gov](mailto:csetraining@dhhs.nc.gov) or your Regional Continuous Quality Improvement (CQI) Specialist.

Sincerely,

Senior Director for Economic Security  
North Carolina Child Support Director

cc: Regional CQI Specialists  
CSS\_22\_13

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD SUPPORT SERVICES**

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