



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

January 13, 2023

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: Quarterly ACTS User Certification Report

REQUIRED ACTION: \_\_\_ Information Only \_\_\_ Action Needed
\_\_\_X\_\_\_ Time Sensitive Action Needed \_\_\_ Immediate Action Needed

The quarterly ACTS User Certification Report is due Tuesday, January 31, 2023. The purpose of the report is to assist the Child Support Security Team with verifying access to the Automated Collection and Tracking System (ACTS)/North Carolina Child Support Worker Portal and the State Services Portal.

After selecting report month December 2022, please export the CSDW report in an Excel format, attach that report to an email message, and send it to CSS.Security@dhhs.nc.gov and your Regional Continuous Quality Review Specialist (reports must be submitted electronically), your email will serve as the Supervisor or Security Officer's signature.

Prior to sending the report to the State, supervisors must review the access settings for each child support case manager to ensure that it is accurate. If you need to make a change, indicate the change by noting the change on the report under the Actions Needed column.

ACTS Worker Profile forms should be submitted for the noted changes and deletions via email to CSS.Security@dhhs.nc.gov.

If you have any questions, please contact the Security Team at CSS.Security@dhhs.nc.gov.

Sincerely,

Carla L. West

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

cc: IV-D Regional Continuous Quality Review Specialist
CSS\_23\_05

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

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