



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Assistant Secretary for Human Services

February 13, 2023

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: CSS Worker Portal Online Application

REQUIRED ACTION: Information Only Time Sensitive Immediate

On February 18, 2023, NC Child Support Services (NCCSS) will implement enhancements to the Online Application search function on the CSS Worker Portal.

Enhancements to the search function include:

- Workers can select a date range to search applications
- Date range must fall within 12 months
- If a date range is not selected, applications for the last 12 months will appear

If you have any questions, please contact the Policy & Training Unit at csetraining@dhhs.nc.gov or your Regional Continuous Quality Improvement (CQI) Specialist.

Sincerely,

Carla L. West
Senior Director for Human Services

Cc: Regional CQI Specialist
CSS_23_11

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

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