



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

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June 28, 2023

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: Inappropriate Referrals Closure Checklist Name Change

REQUIRED ACTION: Information Only Action Needed
 Time Sensitive Action Needed Immediate Action Needed

Effective Immediately, the name of the form “Inappropriate Referral Closure Checklist” has been changed to the “Medical Only Case Closure Checklist”. This change was made to clear up any confusion workers may have regarding its use to close appropriately referred Medical Only cases with reason code CINR.

Chapter J (Support Establishment) in CSS manual has been updated to reflect this change. The revised form can be found in SharePoint under Forms and Documents/Case Management Forms and Documents, and /Public Assistance Forms and Documents. A copy of the form is attached.

Please feel free to reach out to Policy and Training at csetraining@dhhs.nc.gov with any questions.

Sincerely,

Verna Donnelly
North Carolina State Child Support Deputy Director

cc: Regional CQI Specialist

CSS_23_33

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

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