



North Carolina Department of Health and Human Services
Division of Social Services
Child Support Enforcement

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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director

April 17, 2009

Dear County Director of Social Services
Reference: CSE Manual Change Notice

Revisions in procedures for safeguarding data used by CSE staff have been made as follows:

The CSE Policy & Procedures Manual has been updated to clarify maximum income withholding percentages allowed by State law. The amount withheld from the NCP's income for the child(ren)'s medical insurance is included in the percentage limitations. N.C.G.S. 110-136.6 indicates that the income withholding percentages for child support should not exceed 25% (for UIB), 40%, 45%, or 50%, as appropriate. If an order for spousal support, alimony, and/or post separation support is also being enforced by income withholding, however, the Federal Consumer Credit Protection Act income withholding percentage limitations (50%, 55%, 60%, or 65%, as appropriate) can apply.

This information can be found in the Establishment Chapter (J05H14,17) and the Enforcement Chapter (P11B16-24 and P17F23) of the CSE Policy & Procedures Manual.

The new Third Party Table Request form is now available through the CSE Internal Web Site at: <http://cse.dhhs.state.nc.us/>. After accessing the site, select the "CSE Forms and Documents". Next select the folder, 'General Use Forms'.

Another addition to the CSE Internal Web Site is the CSE Checklist (DSS-7072). This document has been updated to include information regarding retirement accounts. And is now available through the CSE Web Site at: <http://cse.dhhs.state.nc.us/>. After accessing the site, select the "CSE Forms and Documents". Next select the folder, 'Case Initiation/Intake Forms and Documents'.

CSE manual (Chapter W, Section 07, Topic C) has been updated to show the new location for the CSE Checklist. Index terms for this document are: "CSE Checklist" and "Checklist, CSE", and "DSS-7072".

Sincerely,

A handwritten signature in cursive script that reads "Judy McArn".

Judy McArn
Assistant Chief of Program Operations

CSE-02-2009

Mission Statement

To consistently collect as much child support money as possible for the benefit of North Carolina's children.

An Equal Opportunity / Affirmative Action Employer