



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

Post Office Box 20800, Raleigh, NC 27619-0800 Courier # 55-41-12
Telephone (919) 255-3800

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director

May 7, 2008

Dear County Director of Social Services

Reference: OLM Updates

Appendix D

Procedures for working with minor mothers and fathers are clarified and the DSS-4540 revised to better document the participation of an adult representative for the minor parent. To access this information, select: minor client, interviewing and Alleged father, int. For a description of the revised DSS-4540, select: Minor parent statement.

CHAPTER D - Intake / Case Assignment and CHAPTER I - Paternity: Revisions are made to better clarify procedures for working with minor mothers and minor fathers. The participation of an adult representative in all interactions with minor parents is encouraged. Completion of the DSS-4540 Minor Parent / Adult Representative Statement is required to record the presence of the adult or decision by the minor to have no adult present.

If you have any questions, please contact the Policy and Training Team (919) 255-3800.

Sincerely,

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

Judy McArn
Assistant Chief of Program Operations

CSE-4-2008

Mission Statement

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

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