



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

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director

May 20, 2009

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

Effective May 15, the policy and procedures for reinstatement of passport privileges have been revised. Changes include the requirement that all arrearages be paid for reinstatement; transferring the authority to update the passport denial indicator in ACTS from local case managers to the Tax Intercept Unit, deletion of requirement for payment on the arrearages in certain emergency situations, establishment of the management review process for the NCP to contest the amount of arrears owed at certification and the amount currently owed and required to be paid to obtain a passport. Effective May 15, the CSE Manual will have the revised changes: Chapter P-Enforcement.

New forms needed for this process are available on the CSE Internal web page. The documents are now available through the CSE Internal Web Site at: <http://cse.dhhs.state.nc.us/>. After accessing the site, select the "Forms and Documents Page". Next select the folder, "Enforcement Forms and Documents". Next select the "Passport Denial/Reinstatement" folder.

Policy concerning payment arrangements for paternity testing has been clarified. It is strongly recommended that CSE agencies use State funds to pay the cost for paternity tests. See changes in Chapters I of the Child Support Manual.

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

Sincerely,

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

Judy McArn
Assistant Chief of Program Operations

CSE-05-2009

Mission Statement

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