



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

March 7, 2011

Dear County Director of Social Services and CSS Program Managers,

The Poverty Level Guidelines have been updated in the Child Support Manual for 2011. The standard \$25.00 application fee for Child Support services in Non-Public Assistance cases can be reduced to \$10.00 if the applicant is considered indigent.

To determine if the applicant is indigent, as defined in North Carolina General Statutes at North Carolina GS 110-130.1, that applicant's individual gross income must not exceed the federal poverty guidelines issued each year in the Federal Register by the U.S. Department of Health and Human Services.

When an NPA applicant applies for services and that applicant has no other open cases with Child Support, even if the client is indigent, that client is not exempt from paying an application fee. The appropriate standard \$25 application fee must be collected, or a reduced fee of \$10 may be collected if the applicant qualifies for a reduced fee. Child Support Manual – Chapter B, Topic 4, Section C.

Policy has been clarified in Chapter P, Topic 27, Section I of the Child Support Manual regarding child support court orders with the adoption of a child and the non-custodial parent's parental rights terminated.

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-5-2011

**Mission Statement**

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

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