



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 24, 2010

Dear County Director of Social Services,

CSE Policy & Training is pleased to announce that the **Affidavit of Parentage Database** is now accessible from the **CSE Internal Website**.

This database contains a listing of all Affidavits of Parentage that have been received by NC CSE from birthing hospitals, county health departments and Vital Records. Available data includes: name and date of birth of the child; parents' names; name of county CSE to which the Affidavit was sent. To verify whether paternity has been determined voluntarily by the parents, the database should be used to identify the existence and location of an Affidavit. Since Affidavits on file with CSE are readily available at no cost, always check the log before making a request to Vital Records for a copy.

To access the Affidavit of Parentage Database from the website:

- Access the CSE Internal Website, <http://cse.dhhs.state.nc.us/Default.aspx> , via the WIRM portal
- Select either "CSE Tools of the Trade" or "Other Links"
- Select "Affidavit of Parentage Log"
- At the Affidavit of Parentage site, select the appropriate document to search for a specific child's name

To ensure that all Affidavits are recorded on the log and available to all CSE offices, it is imperative that hospitals and health departments send Affidavits to the CSE Central Office and not to a county CSE agency. Should you receive any directly from these sources, please advise them of the correct address to be used. We hope that this access will be helpful to you in searching for paternity information. If you have further questions or need additional assistance, contact the Policy & Training Unit.


Mission Statement

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

The CSE manual has been updated for clarification on procedures regarding mass case referral/reassignment, specifically for reassigning an agent's caseload to multiple workers. This information can be found in Chapter Y, Topic 06, Section B of the CSE manual.

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

Sincerely,



Judy McArn
Assistant Chief of Program Operations

CSE-3-2010

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