



North Carolina Department of Health and Human Services
Division of Social Services

Pat McCrory
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Ambassador (Ret.)
Secretary DHHS

Wayne E. Black
Division Director

April 10, 2015

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES
DEAR COUNTY CHILD SUPPORT MANAGERS AND SUPERVISORS

Reference: Requesting Past Paid Public Assistance

Effective April 10, 2015, the Transmittal Request for Past Paid Public Assistance (DSS-4746) has been revised. The purpose of this form is to obtain past public assistance amounts through NC FAST.

At the time it is appropriate to obtain NC FAST payment information in order to create/update an Unreimbursed Public Assistance subaccount (URPA) and/or request that repayment of the PPPA for the child(ren) be included in a court order, caseworkers must complete and send the Transmittal Request for Past Paid Public Assistance (DSS-4746) to the NC FAST case owner to obtain the PPPA information for each child.

The DSS-4746 is a request for only *one* child's NC FAST payment information. If there are multiple children in the ACTS case, the child support caseworker must complete and send a DSS-4746 for each child. The caseworker should print a copy for their paper records. The caseworker should create a SELF case event with the event description: "REQUEST FOR NC FAST PPPA INFO SENT". The caseworker should list the name(s) of the child(ren) for whom the request(s) was (were) sent in the event notes. The NC FAST case owner will calculate the past paid public assistance and return the information to the child support caseworker within two days. The child support caseworker should use the returned DSS-4746 information as they would use the information obtained through EIS.

If the public assistance case for the child(ren) is in the EIS system, request the public assistance amount in the same manner as before NC FAST. The Child Support Manual has been updated. The information can be found in Chapter J, Topic 02, and Section J.

The Transmittal Request for Past Paid Public Assistance (DSS-4746) is available through the Child Support SharePoint Site at: <https://wss01.dhhs.state.nc.us/sites/dhhs/DSS/CSS/default.aspx>, under Forms and Documents; Public Assistance (PA) Cases Forms and Documents.

Child Support Services

www.ncdhhs.gov • www.ncdhhs.gov/dss

Tel 919-855-4755 • Fax 919-715-8174

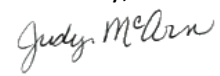
Mailing Address: • P.O. Box 20800 • Raleigh, NC 27619

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If you have questions regarding the revised form or policy, please contact the Policy and Training @ 919-855-4755 or contact your Regional Program Representative.

Sincerely,

A handwritten signature in black ink that reads "Judy McArn". The signature is written in a cursive style with a large initial "J" and "M".

Judy McArn

Chief, Child Support Services

cc: David Locklear

cc: IV-D Regional Program Representatives

cc: IV-D Policy and Training

CSS-01-2015