



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILD SUPPORT SERVICES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
SR. DIRECTOR OF SOCIAL SERVICES
AND COUNTY OPERATIONS

May 5, 2017

Dear Colleagues:

The CSS Policy and Procedures Manual has recently been updated to include the following changes:

- (1) Policy surrounding the use of civil contempt as an enforcement remedy under 45 CFR 303.6 has been clarified and revised because of the Final Rule published on December 20, 2016. Changes include revision of the Show Cause document to incorporate the federal requirement to notify non-custodial parents that his or her ability to pay constitutes the critical question in the civil contempt action. Policy is also included regarding the federal requirement to screen for the non-custodial parent's ability to pay and provide such information to the court for use in determining a purge amount and/or purge conditions. This policy was effective February 21st, 2017, and is found in Chapter P, Topic 20, Section B of the Manual.
- (2) Policy on the use of administrative enforcement remedies has been moved to Chapter P, Topic 02, Section D.
- (3) New policy has been added allowing the non-custodial parent to sign a document for early release of Financial Institution Data Match (FIDM) account funds. The document is titled, "Affidavit for Release of FIDM Levy" and is available on SharePoint. This policy can be found in Chapter P, Topic 10, Section F- Early Release of FIDM Account Funds. Information regarding the document can be found in Chapter W, Topic 7, Section E- Affidavit/Release FIDM Levy.

To view the Affidavit for Release of FIDM Levy form in SharePoint:

- Access CSS SharePoint: (https://ncconnect.sharepoint.com/sites/dhhs_ext/dept/DSS/CSS/default.aspx)
- Select "Forms and Documents"
- Select "Enforcement Forms and Documents"
- Scroll to "Financial Institution Data Match (FIDM) – Internal Document [Link](#)
- Choose Affidavit_Rlse_FIDM_Levy

(4) Policy information on child support cases involving Hague Convention Countries under Article 7 of UIFSA 2008 has been added. This information is found in Chapter R, Topic 14, Section B. In addition, information has been added regarding the use of both mandatory and recommended forms for use in case processing under Article 7 of UIFSA 2008. This information is found in Chapter R, Topic 14, Section E.

(5) The 2017 Poverty Guidelines have been added. This information can be found in Chapter B, Topic 04, Section C.

If you have questions, please contact the Policy and Training Unit at 919- 855- 4755 or your Regional Program Representative.

Sincerely,

A handwritten signature in cursive script that reads "Verna Donnelly".

Verna Donnelly,
Assistant Chief
Program Operations

cc: Judy Mcarn, Chief
cc: IV-D Program Representatives

CSS-07-2017