



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

Child Support Services

Post Office Box 20800, Raleigh, NC 27619-0800 Courier # 55-41-12
Telephone (919) 855-4755

Beverly Eaves Perdue, Governor
Albert A. Delia, Acting Secretary

Sherry S. Bradsher, Director

June 29, 2012

Dear County Director of Social Services
Dear County Child Support Program Managers,

Reference: Child Support Paternity Test

Effective July 1, 2012, authorization for payment of paternity testing under the State testing contract is done via an electronic process. The paper form DSS-4511 Authorization for Payment of Paternity Test Costs can no longer be accepted by the laboratory. A paternity test record must be created for each test conducted for a child. Pressing F2 from the record on Screen PTB, allows authorization for each appropriate participant on Screen PTC. In overnight batch processing, the authorization is sent to the lab. A case event, "PGTC", appears the follow day and includes the names of each authorized participant in the notes. The laboratory will bill county child support monthly for all tests submitted and/or completed during the month. The XPTR report, "Authorization For Payment of Paternity Test Costs", is produced monthly for use by counties in reconciling billing. See the CSS Manual at IO5F01-08 and IO5H01-20 for complete information on these procedures. (CHAPTER I: Paternity).

We anticipate that this change will streamline caseworker activity, enhance case record reliability and simplify county billing from the lab. As we transition from paper to electronic processing, please take care to read, understand and follow the new procedures.

If you encounter problems or have questions, contact the Policy and Training staff @ 919-855-4755 or your regional representative.

Sincerely,

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

Judy McArn
Assistant Chief of Program Operations

cc: Daisie Blue
CSE-08-2012

Mission Statement

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