



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

June 26, 2019

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES  
ATTENTION: Child Support Managers and Supervisors

SUBJECT: INFORMATION: CHANGES OFFSET DOCUMENT AND ACTS SCREENS

Effective June 30, 2019, the following ACTS documents and screens will be updated to include Administrative Offset.

Document Changes:

- DSS-4538 Notice of Intercept Receipt to Other State
  - Language updated to include administrative offset
- DSS-4659 Petition to Appeal Tax Intercept/Contested Case Hearing
  - Document name changed to “Petition Appeal Tax/Admin Offset, Passport Contested Case”
  - Language updated to include administrative offset and passport

Screen Changes:

- Supplemental Screen D26, Notice of Receipt to Other State, 09.13.06 has been updated to include a selection for administrative offset.

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

Sincerely,

Carla L. West, Section Chief  
Child Support Services

cc: IV-D Regional Program Representatives  
CSS\_19\_31