



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

January 21, 2020

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

SUBJECT: INFORMATION: UIFSA Documents

In June 2015, North Carolina adopted the Uniform Interstate Family Support Act of 2008 (UIFSA 2008) as required under 42 U.S.C. 666(f). Section 311(b) of UIFSA requires the use of federally-approved forms in intergovernmental child support enforcement proceedings. UIFSA 2008 included numerous changes to the current UIFSA documents and added several new documents that we are required to use. Incorporation of the new and updated documents was done in three phases. Phase One was completed in September 2018 and Phase Two was completed in September 2019.

On January 27, 2020, the following Phase Three UIFSA documents will be available in the Automated Collection and Tracking System (ACTS):

- **DSS-4528 – Notice of Registration of Foreign Support Order (09.02.08)**
 - An IFSO event is created when the DSS-4528 is generated.
 - Caseworkers can indicate the number of days the NCP has to file a request for a hearing: 20, 30, or 60 days
 - An IFSO worklist is sent to the responsible worker at 25, 35, or 65 days after generation of the document, if no process service date or process return date has been entered on the IFSO event.
- **DSS-4543 – Child Support Locate Request (09.06.05)**
 - The document title has changed from “Locate Data Sheet” to “Child Support Locate Request”. The title for menu option 09.06.05 will be updated accordingly.
 - An LLDS event is created when this document is generated.
- **DSS-4704 – Child Support Transmittal #3 (09.01.16)**
 - This document is printed with a cover sheet containing a “from” address and “to” address, which can be used in the DSS-4569 envelope.
 - This document exceeds two (2) pages; DUPLEX defaults to “Y” but can be changed by the caseworker.
 - A CST3 event is created when this document is generated. The case event notes display what the worker selected in Section I and free-form text entered by the worker in Section I and Section II.

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- DSS-4705 – Notice of Determination of Controlling Order (09.01.17)
 - A NDOC event is created when this document is generated.
- DSS-4756 – Letter of Transmittal Requesting Registration (09.01.08)
 - This is a new document that replaces the DSS-4557 (Registration Statement).
 - New case event ILRR is created when this document is generated. The case event notes display the action selected by the worker, and free-form text entered by the worker in Section IV and Section V.

All the Phase Three documents include new revisions approved by the Office of Child Support Enforcement (OCSE) in Action Transmittal (AT-19-08) dated 12/26/2019. Most of the revisions are minor changes for clarity and consistency, except for the Child Support Transmittal #3 which has the noted change below.

- A new action was added to facilitate payment processing for direct income withholding and clarify the payment forwarding action.

The other revisions to the UIFSA documents listed in OCSE, AT-19-08 will be updated later.

When Phase Three documents become available in ACTS, the worker's ability to generate the corresponding document event will be removed and these documents will no longer be available through SharePoint.

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

Sincerely,



Carla L. West, Director
NC Child Support Services

cc: IV-D Regional Program Representatives

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