



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

September 18, 2020

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: UIFSA Documents

REQUIRED ACTION:  Information Only  Time Sensitive  Immediate

On September 21, 2020, revisions will be made in the Automated Collection and Tracking System (ACTS) to the intergovernmental documents referenced below. The revisions are based on requirements outlined in AT-19-08 from the Federal Administration for Children and Families (ACF).

**DSS-4703 – Child Support Enforcement Transmittal #2**

- *Action/Requesting* option “Modification of the order in an open intergovernmental case. Please advise what pleading or documents are needed.” has been added in Section I on Supplemental Screen 255.
- Client Legal Name and NCP Legal Name fields will pre-populate with their full primary name.

**DSS-4750 – Personal Information Form**

- CP or Caretaker Legal Name and NCP Legal Name fields will pre-populate with their full primary name.

**DSS-4751 – Child Support Confidential Information Form**

- CP or Caretaker Legal Name and NCP Legal Name fields will pre-populate with their full primary name.

**DSS-4756 – Letter of Transmittal Requesting Registration**

- Court order and current support obligation information fields on Supplemental Screen 220 will pre-populate with financial data from Screen FAE.
- Arrearage information fields on Supplemental Screen 284 will pre-populate with financial data from all CHLD arrearage subaccounts that are listed on Screen FSA.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD SUPPORT SERVICES**

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Users will have the ability to update pre-populated fields. The footer in each document has been modified to reflect the new federal expiration date of 12/31/2022. Other revisions completed were minor changes incorporated for clarity and consistency.

If you have any questions, please contact the Policy and Training Unit at [csetraining@dhhs.nc.gov](mailto:csetraining@dhhs.nc.gov) or your Regional Program Representative.

Sincerely,

A handwritten signature in blue ink that reads "Carla L. West".

Carla L. West  
Senior Director for Economic Security  
North Carolina Child Support Director

cc: Regional Program Representatives

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