NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

**JOSH STEIN** • Governor
**DEVDUTTA SANGVAI** • Secretary
**CARLA WEST** • Division Director, Human Services

October 27, 2026

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: Trade Line Reporting Notice

| | |
|---|---|
| REQUIRED ACTION: (X) Information Only | ( ) Action Needed |
| ( ) Time Sensitive Action Needed | ( ) Immediate Action Needed |

The Trade Line Reporting Notice (DSS-4478) has been updated to reflect the new address for noncustodial parents to send their petition to appeal the notice. This document will be available in the Automated Collection and Tracking System (ACTS) effective November 2, 2026.

If you have any questions, please contact the Policy and Training Team at csetraining@dhhs.nc.gov or your Regional Continuous Quality Improvement (CQI) Specialist.

Sincerely,



Verna Donnelly
North Carolina Child Support Deputy Director

cc: Regional CQI Specialist
CSS_26_38