NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

November 19, 2026

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: Income Withholding for Support

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

Effective December 1, 2026, the updated Income Withholding for Support (DSS-4702) document will be available in the Automated Collection and Tracking System (ACTS). This revision includes minor formatting and word updates.

Key updates:

- The new expiration date, August 31, 2029, will no longer appear on the form; instead, it will be listed on the instruction page.
- A new checkbox allowing employers to indicate whether the noncustodial parent is an employee or an independent contractor.
- The addition of a "per daily pay period" option in Section IV.
- Replacement of all references to OCSS with OCSE
- Hyperlinks throughout the document have been updated to reflect current web addresses and resources.

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
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