



North Carolina Department of Health and Human Services
Division of Social Services

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Sherry S. Bradsher
Division Director

April 5, 2013

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES
DEAR COUNTY CHILD SUPPORT MANAGERS AND SUPERVISORS

SUBJECT: CHILD SUPPORT QUARTERLY AUDIT REPORT SUBMISSION REQUIREMENTS

Effective with the report due for the quarter ending March 31, 2013, a more efficient process for submitting the reports will be implemented. Reports must be submitted electronically by attachment to an email message. Save the Data Warehouse report in Excel format and attach the report to an email message. The email will serve as the supervisor's or security officer's signature. Faxing the report (with signature) is no longer necessary.

Child Support quarterly reports should be emailed to Robin.Stallings@dhhs.nc.gov. The email must be from the supervisor or security officer.

DSS Worker Profile quarterly reports should be emailed to Randy.Burwell@dhhs.nc.gov. The email must be from the DSS security officer. This is a list of all DSS staff with access to the Automated Collections and Tracking System (ACTS).

If you have any questions, please feel free to contact Robin Stallings at 919-855-4453, or Randy Burwell at 919-855-4449.

Sincerely,

A handwritten signature in cursive script that reads "Daisie B. Blue".

Daisie B. Blue, Chief

CSE – 02-2013

Cc: Sherry Bradsher
Jack Rogers
Judy McArn
Pyreddy Reddy

Child Support Services
www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-855-4755 • Fax 919-715-8174
Mailing Address: • P.O. Box 20800 • Raleigh, NC 27619
An Equal Opportunity / Affirmative Action Employer

