



North Carolina Department of Health and Human Services  
Division of Social Services  
Child Support Enforcement

Post Office Box 20800, Raleigh, NC 27619-0800 Courier # 55-41-12  
Telephone (919) 255-3800

Michael F. Easley, Governor  
Dempsey Benton, Secretary

Sherry S. Bradsher, Director

November 25, 2008

Dear County Director of Social Services

Reference: CSE Manual Change Notice

Revisions in procedures for safeguarding data used by CSE staff have been made as follows:

- Chapter B - (B02F01,15-16) Child Support Enforcement Basics: Procedures for safeguarding and reporting unauthorized use of federal tax information are revised
- Chapter Y - (Y07H01-03) Security/System Management: Instructions for completion of the new quarterly report "Child support Staff or Positions" are added to the Supervisory Level Activities topic.

Spousal Support CSE manual update:

- The Spousal Support section of the CSE Manual has been revised to include the terms, "postseparation support" and "alimony". The revision is located in Chapter P (Enforcement); Topic 27 (Additional Enforcement Information); Section K (Spousal Support).

If you have any questions, please contact the Policy and Training Team (919) 255-3800.

Sincerely,

A handwritten signature in cursive script that reads "Judy McArn".

Judy McArn  
Assistant Chief of Program Operations

CSE-09-2008

**Mission Statement**

*To consistently collect as much child support money as possible for the benefit of North Carolina's children.*