March 7, 2011

Dear County Director of Social Services and CSS Program Managers,

The Poverty Level Guidelines have been updated in the Child Support Manual for 2011. The standard $25.00 application fee for Child Support services in Non-Public Assistance cases can be reduced to $10.00 if the applicant is considered indigent.

To determine if the applicant is indigent, as defined in North Carolina General Statutes at North Carolina GS 110-130.1, that applicant’s individual gross income must not exceed the federal poverty guidelines issued each year in the Federal Register by the U.S. Department of Health and Human Services.

When an NPA applicant applies for services and that applicant has no other open cases with Child Support, even if the client is indigent, that client is not exempt from paying an application fee. The appropriate standard $25 application fee must be collected, or a reduced fee of $10 may be collected if the applicant qualifies for a reduced fee. Child Support Manual – Chapter B, Topic 4, Section C.

Policy has been clarified in Chapter P, Topic 27, Section I of the Child Support Manual regarding child support court orders with the adoption of a child and the non-custodial parent’s parental rights terminated.

If you have any questions, please contact the Policy and Training Team @ 919.255.3800.

Sincerely,

Judy McArn
Assistant Chief of Program Operations