

CHANGE NOTICE FOR MANUAL

DATE: May 5, 2010

MANUAL: Child Placement and Payment User's Manual - CPPS
CHANGE NO.: 01-2010
TO: County Directors of Social Services
EFFECTIVE: Upon receipt, please make the following changes to the Child Placement and Payment User's Manual.

I. GENERAL

This change notice transmits revisions/corrections to the CPPS – Child Placement and Payment System User's Manual, Part III., Completing the DSS-5094 Form and Part VI., Completing the DSS-5095 Form.

II. SPECIFIC CHANGES

The Child Placement and Payment System section is revised to specify the use of all zeros when a child's Social Security Number is unknown. These changes are outlined below.

A. Section III - Completing the DSS-5094 Form

Section III.B. - Field 7-Client's Social Security Number - is being revised to require entry of zeros (0) when the child does not have a Social Security Number.

B. Section VI - Completing the DSS-5095 Form

Section VI.B. - Field 7-Client's Social Security Number - is being revised to require entry of zeros (0) when the child does not have a Social Security Number.

III. INSTRUCTIONS FOR MAINTENANCE OF THE CHILD PLACEMENT AND PAYMENT USER'S MANUAL

To maintain your current hard copy of the CPPS User's Manual:

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/chg/>
2. Click on Change No. 01-2010
3. Click on the "**CN 01-2010**" and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hard copy of the manual:

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
CPPS Manual	7-8, 47-48	CPPS Manual	7-8, 47-48

If you have any questions, please contact the DSS Information Support Unit at (919) 733-8938.

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

TH:wc
Attachments
[CPPS_CN_01-2010](#)
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