

# **DMA ADMINISTRATIVE LETTER NO. 10-04 (AMENDED), ACTS LEIS PROFILES AND NEW SCREENS**

## **DSS ADMINISTRATIVE LETTER NO. PERFORMANCE REPORTING/AUTOMATION 1-2003 (AMENDED)**

**TO:** County Directors of Social Services

**ATTENTION:** Food Stamp Supervisors/Caseworkers  
Medicaid Supervisors/Caseworkers  
Work First Supervisors/Caseworkers

**DATE:** February 26, 2004

**SUBJECT:** Automated Collection and Tracking System (ACTS) LEIS Profiles and New Screen Modification

**EFFECTIVE DATE:** February 26, 2004

### **I. GENERAL**

The LEIS worker profile was modified effective December 22, 2003 due to new IRS security requirements. Access to ACTS was modified to remove screens that displayed noncustodial parent payment information.

A new screen was developed to display client disbursements only. Effective February 16, 2004, the new screen was modified to provide the name of the noncustodial parent that originated each child support payment disbursed to the custodial parent.

### **II. SCREEN MODIFICATIONS**

Attached are the ACTS instructions with changes to the new screen.

If you have any questions, please contact the ACTS Help Desk at 1-800-405-9053.

Sincerely,

Pheon Beal, Director  
Division of Social Services

Gary Fuquay, Director  
Division of Medical Assistance

PB/GF/RM

[Attachment](#)