



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

KODY H. KINSLEY • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

January 9, 2025

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, SOCIAL WORKERS AND LICENSED CHILD PLACING AGENCIES

SUBJECT: RESPONSIBLE INDIVIDUAL LIST INFORMATION REQUEST INSTRUCTIONS AND UPDATED FORM DSS 5268

REQUIRED ACTION: Information Only Time Sensitive Immediate

North Carolina Department of Health and Human Services (NCDHHS) is committed to ensuring all foster parent applicants are eligible to be licensed as a foster parent based on the results of DSS-5268: Responsible Individual List (RIL) Information Request. RIL form has been updated, and this letter serves **as a reminder that RIL checks must be completed in Legacy (Host on Demand) and CWIS (NCFASST) for verification that the applicant or household member is not on the RIL listing.**

Administrative Rule 10A NCAC 700E .1115 states that an applicant is not eligible for licensure if the applicant has within the last five years been substantiated for abuse or serious neglect and is placed on the Responsible Individuals List as defined in North Carolina General Statute 7B-311. RIL checks must be completed on foster parent applicants and all adult household members at the following times:

- Initial licensure
- Relicensure, only if a foster parent licensure has lapsed more than 30 days.

Effective immediately, please use the updated DSS-5268: Responsible Individual List (RIL) Information Request. All information **MUST** be typed, and the form must be completed in its entirety. The form will be returned if it is not typed, and/or information is missing. For your convenience, the updated DSS-5268 is attached to this DCDL. Please use the attached document as we work to get the new form uploaded to NCDHHS website.

For **private licensing agencies**, please submit the updated DSS 5268: Responsible Individual List (RIL) Information Request form to the Regulatory and Licensing office via email at: NC.CW.RILchecks@dhhs.nc.gov.

DSS agencies must complete RIL checks on foster parent applicants and all adult household members. Once completed, DSS agencies will send the DSS 5268: Responsible Individual List (RIL) Information Request form verifying that RILs have been checked in both Legacy (Host on Demand) and in CWIS with the completed licensing packet, to the Regulatory and Licensing office via email,

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

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CWIS or DocVault. Screen prints from Legacy of the 050 social security number and 060 name check and screen prints completed in CWIS are required. **RIL checks in CWIS are required even if your county is not a CWIS county.**

The instructions below are only for DSS agencies. If the DSS agency has not already identified staff to complete RIL checks in CWIS, please follow the steps below:

1. Identify staff in your county to complete RIL checks in CWIS. It is recommended that 2-5 people be identified in each county so there is coverage in the event of staff outages. In large counties, more than 5 people can be identified.
2. Each identified person will need to obtain an NCID from the county NCID Administrator, if they do not have one already. If a new NCID is created, the user must activate or "claim" their NCID once it has been created and set up a unique password and challenge questions per the standard NCID creation process.
3. The NCID for each person will need to be provided to your county NC FAST System Administrator.
4. The county NC FAST System Administrator will submit the request for access to CWIS. If they have any issues, the System Administrator can contact Configuration at 919-813-5300 Option 6.
5. The CWIS Configuration team will notify each county System Administrator once the users have been set up in CWIS. Once the user has been set up, they can begin RIL checks in CWIS.

If you have any questions, please contact Jenny Millsaps, Foster Home Licensing Manager, at jenny.millsaps@dhhs.nc.gov.

Sincerely,

Kimaree Sanders

Kimaree Sanders, MSW, MPA
Section Chief for Regulatory and Licensing
Division of Social Services, Child Welfare
North Carolina Department of Health and Human Services

Cc: Lisa T. Cauley, Division Director, Human Services, Child, Family, and Adult Regional Support
Adrian Daye, Deputy Director for Child Welfare Practice
Donna Fayko, Interim Deputy Director for County Operations
Kathy Stone, Section Chief for Safety
Peter West, Section Chief for County Operations
Heather McAllister, Section Chief for Child and Family Services

Attachments: Updated DSS 5268

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