

# North Carolina Division of Social Services Regulatory and Licensing

## The Perfect Transfer Packet

### **Items you must send to the Licensing Authority:**

- 2 Cover Letters (1 from the current supervising agency and 1 from the receiving agency)– discuss if there are foster children in the home and whether or not the guardian is in agreement with the transfer.
- 1 from the receiving agency- addressing any concerns or recommendation the current agency listed in their cover letter and the standing of foster home currently with agency discussing any concerns or recommendations to be addressed by receiving agency.
- 1 from the previous agency - Must state they are aware of the transfer and standing of foster home currently with agency discussing any concerns or recommendations to be addressed by receiving agency.
- 2 DSS 5015s – Foster Care Facility License Action Request
- New DSS 5015 from your agency with new information
- Turnaround (preprinted) DSS-5015 from the previous agency – for termination
- DSS-5158 – Foster Home Transfer Application
- Complete the entire form

### **Things to remember:**

- New agency should gather required information and send in as one single packet to the State.
- Effective Dates: Packets shall be effective the 1<sup>st</sup> day of the next month. If an effective month is not requested by the agency, then it is recommended that the program consultant contact both agencies to establish an agreed upon effective date for the transfer.
- Packet submission should be submitted no later than the 15<sup>th</sup> of the month prior to requested transfer date to receive the effective date of the 1<sup>st</sup> of the next month.
- If you are requesting any change as a part of the transfer you must include a DSS-5159 with the information required for the change.
- Keep all other documents from the previous agency, along with any criminal record checks, background checks, Agency Agreement, etc. in your file.

### **Transfers are typically not approved if:**

- The family is not in good standing with previous agency.
- The family is out of compliance with the previous agency.
- There is a pending CPS investigation.