

# North Carolina Division of Social Services Regulatory and Licensing

## The Perfect Out-of-State Packet

### **Items you must send to the Licensing Authority for all changes:**

- Cover Letter, include your contact information.
  - Please include the date the child was placed.
- DSS 5015– Foster Care Facility License Action Request
- Notate changes on this form using black ink.
- ICPC 100-A-Please ensure both Compact Administrators sign the 100-A form before submitting.
- Background Checks-Please provide documentation that verifies the out-of-state licensing agency completed background checks.
  - These may be found in the home study completed by the other agency.
- Out-of-state license or letter verifying the license.
- Please ensure the effective dates of the license period are listed.

### **Things to remember:**

- The Supervising Agency listed on the DSS-5015 is the North Carolina agency.
- The address listed on the 5015 is the family's out-of-state address.
- The effective date for the license is the date the child is placed in the home.
- The end date of the North Carolina license will match the end date of the out-of-state license; however, it will never be more than 2 years.