



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
SUSAN OSBORNE • Assistant Secretary for Human Services

February 27, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, AND SOCIAL WORKERS**

SUBJECT: ADOPTION ASSISTANCE STATE FUND

REQUIRED ACTION: Information Only Time Sensitive **Immediate**

The Division is committed to providing counties with information that supports staff at local Departments of Social Services with ongoing guidance and support to ensure compliance with the law, rule, and policy. Since October 1, 2011, the Adoption Assistance State Fund became an **inactive** funding source. A recent internal audit revealed that counties are coding new vendor and cash assistance payments to this source. In the Child Placement and Payment System (CPPS), this source is represented at "State" and is found on the CPPS Adoption Assistance form (DSS-5095) in Field 26 for cash assistance payments and Field 23 for vendor payments.

Effective Immediately, counties must discontinue coding new adoption assistance cases to the Adoption Assistance State Fund. The cases that have been coded to this fund must be corrected. If the county has cases coded to the fund, the County Director will receive an email that will identify the coded cases, the total amount of incorrect payments, and instructions on how to complete the required adjustments. Moving forward, counties will not have the ability to key new vendor or cash assistance payments under the State funding code. For reference, the Adoption Assistance State Fund document is attached to this letter. This document provides screenshots of the DSS-5095 and the PQ01 and highlights the fields that must be left blank.

Should you have questions, please contact Beth Riley, Title IV-E Coordinator, at beth.riley@dhhs.nc.gov or Janet Drake, Adoption Assistance Program Consultant, at janet.drake@dhhs.nc.gov.

Sincerely,

Kimaree Sanders

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

Cc: Susan Osborne, Assistant Secretary for Human Services
Lisa T. Cauley, Senior Director of Child, Family and Adult Services
Tammy Shook, Interim Deputy Director for Operations/Licensing Regulatory
Adrian Daye, Deputy Director of Child Welfare Practice
Kathy Stone, Section Chief for Prevention and Safety
Carla McNeill, Section Chief for Permanency Planning
Peter West, Section Chief for County Operations

**ATTACHMENT: Adoption Assistance State Fund Example
CWS-13-2023**

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

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2410
www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 919-334-1123

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER