



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

JOSH STEIN • Governor  
DEVPUTTA SANGVAI • Secretary  
LISA TUCKER CAULEY • Division Director, Human Services

February 27, 2025

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

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

**SUBJECT: WEBINAR ON HOW TO COMPLETE THE UPDATED DSS-5268 RESPONSIBLE INDIVIDUAL LIST (RIL), AND COMMUNICATIONS ON FINDING PLACEMENT FOR CHILD(REN) IN FOSTER CARE**

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

The NCDHHS Division of Social Services (NCDHHS DSS) is committed to providing agencies with support and guidance for agency staff in completing forms and implementing effective communication among DSS and private agency staff. NCDHHS DSS has seen an increase in errors on DSS-5268 RIL forms submitted by agencies which may result in delayed processing of foster parent licensing applications. Also, the second half of this webinar aims to address how effective communication may reduce the number of children sleeping at DSS agencies and increase the likelihood of seeking suitable placement for child(ren) in foster care.

NCDHHS DSS will offer a webinar on two topics: how to complete the updated DSS-5268 / Responsible Individual List Check (RIL) and guidance on networking, building positive relationships among DSS and private agency staff to improve efficiency in communicating the placement needs of a child(ren). The webinar will take place on **March 11<sup>th</sup> at 1:30pm - 2:30pm**. Use the following link to register <https://attendee.gotowebinar.com/register/8673013036252827481>. Registration is open, up to the date of the webinar. For any questions, please do not hesitate to reach out to Jenny Millsaps, Foster Home Licensing Manager, at [jenny.millsaps@dhhs.nc.gov](mailto:jenny.millsaps@dhhs.nc.gov).

Sincerely,

*Kimaree Sanders*

Kimaree Sanders, MSW, MPA  
Section Chief for Regulatory and Licensing  
Division of Social Services, Child Welfare  
Sincerely,

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

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

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