



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

March 14, 2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS, CHILD WELFARE SUPERVISORS AND FISCAL STAFF

SUBJECT: PERMANENCY PLANNING MANUAL RELATED TO PRE-PRINT AND TECHNICAL UPDATES

REQUIRED ACTION: Information Only Time Sensitive Immediate

PURPOSE: IMPLEMENTATION OF POLICY & CPPS PROCESS UPDATES

The North Carolina Division of Social Services (NCDSS) is releasing this letter to announce the policy updates to bring the Permanency Policy Manual and the Child Placement and Payment Services (CPPS) manuals in alignment with changes related to:

1. Real ID
2. Removal of the Reasonable and Prudent Parent Activities Guide Link, which is in guidance.
3. Safe Surrender
4. Health Assessment
5. Submission timeframes for DSS-5801 Unlicensed Kinship Form – Facility ID Request

REAL ID

To align with the requirements of section 202 of the REAL ID Act of 2005, an additional requirement and guidance has been added to the Adolescent Services: NC Links section of the [Permanency Planning Manual](#) for obtaining REAL ID Driver's Licenses or REAL ID Identification Cards for youth in care.

Reasonable and Prudent Parent Activities Guide

The link to the Reasonable and Prudent Parent Activities Guide has been removed from guidance in the [Permanency Planning Manual](#) for revision and will be reissued to guidance at a later date.

Safe Surrender

Updates have been made to [Appendix 2, Child Placement and Payment System Manual](#) providing directives for entering data related to Safe Surrender and is effective immediately.

Health Assessments for Children and Youth in Foster Care

To be consistent with the Children's Bureau requirements for Adoption and Foster Care Analysis and Reporting System (AFCARS), an additional data requirement has been added to the [Appendix 2, CPPS Manual](#). An option now exists to capture health assessments on the DSS-5094/5095 menu. This element is required to indicate the date a child or youth had a health assessment during the current out-of-home care episode. This field must be updated each time a child or youth has an initial health screening (within 7 calendar days of placement), a comprehensive visit (within 30 days of placement, and yearly thereafter while the child or youth is in custody. These changes are effective as of 3/1/24.

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.ncdhs.gov • TEL: 919-527 6401 • FAX: 919-733-3052

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Submission timeframes for DSS-5801 Unlicensed Kinship Form – Facility ID Request

To ensure timeliness of county submission of [DSS-5801](#) and State processing for each service month, please refer to the manual for updated timeframes. This process ensures the State has time to assign a Facility ID to an unlicensed kinship provider and return to the county DSS before the final keying deadline for foster care assistance reimbursement on the 19th of every month, or the last workday prior to the 19th if the 19th falls on a weekend or State holiday.

Policy Manual Changes

The [Permanency Planning Manual](#) has been updated to reflect the following changes:

- Driver's License and Identification Card changes are reflected on pages 160, 176, and 179.
- Reasonable and Prudent Parent Activities Guide guidance deletion on page 63.

The [Appendix 2, CPPS Manual](#) has been updated to reflect the following changes:

- Safe Surrender changes are reflected on pages 16 and 17.
- Health Assessment changes are reflected on page 3.
- DSS 5801 Unlicensed Kinship Form – Facility ID Request submission time frame updates are reflected on page 41.

For questions, please contact the state Permanency Policy Consultant, Sonya Morgan at sonya.morgan@dhhs.nc.gov.

Sincerely,

Carla McNeill

Carla McNeill, MSW
Section Chief for Permanency Planning
Division of Social Services, Child Welfare
North Carolina Department of Health and
Human Services

Cc: Lisa Tucker Cauley, Senior Director of Human Services
Adrian Daye, Deputy Director for Child Welfare Practice
Katie Swanson, Deputy Director for County Operations
Kathy Stone, Section Chief for Safety and Prevention Services
Kimaree Sanders, Section Chief for Regulatory and Licensing
Peter West, Section Chief for County Operations

CWS-19-24

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: 919-527 6401 • FAX: 919-733 3052

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER