

## NC KIDS INFORMATION GUIDE For Professionals

### What is NC Kids?

NC Kids is the official adoption exchange program for the State of North Carolina, housed at the NC Division of Social Services. We match waiting children in foster care with approved adoptive families. Our contact information is:

NC Kids – NC Division of Social Services  
820 South Boylan Avenue  
2445 Mail Service Center  
Raleigh NC 27699-2445

1-877-625-4371 (Toll-Free Hotline)  
1-877-625-4374 (Toll-Free Fax)  
Email: [nc.kids@dhhs.nc.gov](mailto:nc.kids@dhhs.nc.gov)

### How does NC Kids work?

Social workers are required to register all legally-free children with a plan of adoption by submitting the DSS-1820, a current photograph and a 3–4-page child profile/summary within 30 days of legal clearance. Using this information, NC Kids Consultants create a profile and maintain information about the child or sibling group on the following Adoption Exchange websites: [www.adoptuskids.org](http://www.adoptuskids.org) and [www.adoptnckids.org](http://www.adoptnckids.org). We respond to all inquiries and screen potential adoptive families before sending their information on to the child's social worker.

When NC Kids receives a referral for a waiting child or sibling group, the assigned Consultant will seek to match the child with a family who has the strengths and attributes to meet the child's specific needs. We can then help facilitate contact between the child's agency and the family (or family's agency) if the family is determined to be a potential match.

### Additional ways NC Kids assists potential adoptive families and NC DSS social workers:

- \* Providing information and education to families interested in adopting children through the foster care system, including how to obtain a Pre-Placement Assessment
- \* Answering questions from interested families and their agencies about waiting children
- \* Providing free recruitment materials to counties (i.e. pens, key chains, printed materials)
- \* Utilizing widespread recruitment efforts including printed media, and other media sources when possible
- \* Providing training statewide on child specific recruitment and when possible
- \* Serving as an adoption resource at the Division of Social Services for County DSS social workers

### What forms do I use to register a waiting child or approved adoptive family with NC Kids?

*For legally free children with no identified adoptive family:*

A registration packet must be submitted to NC Kids within 30 days of legal clearance for adoption, unless an exemption is requested (see below). Workers can download the Child Registration form DSS-1820 from the DHHS forms website (see web address below) and send it to NC Kids with a current, quality photograph of the child and a Child Profile. Profiles will not be provided to families but can be provided to their agency social

worker. Consultants will use information in the child's profile for matching and registration purposes. A new registration is required every 12 months.

*When to submit an exemption request:*

If a child is legally free and 1) has an identified adoptive placement, or 2) is undergoing a diagnostic evaluation, or 3) is receiving mental health or medical treatment and has documentation from their doctor or therapist that adoption is not in their best interest at this time, then social workers should submit the NC Kids Registration Exemption form DSS-5303. Per policy, this form must be submitted to NC Kids within 30 days of legal clearance for adoption. These are valid for up to six months, so we encourage regular review of children with exempt status. Your NC Kids Consultant will contact you regularly for updates, but you are also encouraged to contact us with any changes in the child's status.

*For children in legal-risk status:*

Children in a legal-risk situation are not required to be registered with NC Kids. Social workers can request that NC Kids begin recruitment before a child has legal clearance by submitting the DSS-5225 form as well as an adoption profile and current photo. Although they cannot be added to the public website, NC Kids can do an internal search on the adoptive parent database and provide workers with a list of potential families with approved PPA's. NC Kids can also reach out to private agency partners who have approved adoptive families waiting to be matched with a child/ren.

All DSS forms can be obtained at: <https://policies.ncdhhs.gov/divisional/social-services/forms>

Youth registered for active recruitment: [www.adoptuskids.org](http://www.adoptuskids.org) and [www.adoptnckids.org](http://www.adoptnckids.org)