



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

April 23, 2025

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: NEW FINGERPRINT PROCESS FOR PROSPECTIVE FOSTER PARENTS

REQUIRED ACTION: Information Only Time Sensitive Immediate

This Dear County Director Letter (DCDL) is a follow up to the previous DCDL [CWS 96 2024](#) on the new fingerprint process for prospective foster parents.

NCDHHS Division of Social Services (NCDHHS DSS) is committed to ensuring that all foster parents complete the required fingerprint clearances under the Adam Walsh Act. In consultation with the Federal Bureau of Investigation (FBI) and State Bureau of Investigation (SBI), it was determined that North Carolina is required to update the foster parent fingerprint process in compliance with Federal and State laws.

On **February 3, 2025**, the new fingerprint process for all prospective foster parents in North Carolina became effective in complying with Federal and State laws. NCDHHS DSS is offering four (4) Office Hour sessions and a webinar to review the new foster parent fingerprint process and address questions of concern.

Please register through the links below, for the foster parent fingerprint webinar as well as the Office Hours. Registration can occur up to the day of the webinar or the day of the Office Hours.

Foster Parent Fingerprint Webinar:

April 30th 9:30am-10:30am

<https://attendee.gotowebinar.com/register/2732629888857160024>

Office Hours:

May 8th 9:00am-10:00am

<https://attendee.gotowebinar.com/register/6183520800045547102>

May 8th 1:00pm-2:00pm

<https://attendee.gotowebinar.com/register/5709908365404342103>

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD WELFARE SERVICES
REGULATORY and LICENSING SERVICES**

LOCATION: Building 17 • 952 Old U.S. Highway 70 • Black Mountain, NC 28711

MAILING ADDRESS: 952 Old U.S. Highway 70 • Black Mountain, NC 28711

www.ncdhhs.gov • TEL: 828-232-3160 * FAX: 828-669-3365

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

May 22nd 9:00am-10:00am

<https://attendee.gotowebinar.com/register/8805134752663559256>

May 22nd 1:00pm-2:00pm

<https://attendee.gotowebinar.com/register/8805134752663559256>

Questions regarding foster parent fingerprints should be directed to NC.Licensing@dhhs.nc.gov.

Attached is an updated flowchart that illustrates the new process and the Q&A from the previous webinar on this matter.

Sincerely,

Kimaree Sanders

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

Cc: Lisa T. Cauley, Division Director, Human Services, Child, Family, and Adult, Regional Support
Adrian Daye, Deputy Director for Child Welfare Practice
Donna Fayko, Deputy Director for County Operations
Kathy Stone, Section Chief for Safety and Prevention
Peter West, Section Chief for County Operations
Heather McAllister, Section Chief for Child and Family Services

Attachments: Criminal History Flowchart – New Process
Questions and Answers

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