



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Assistant Secretary for Human Services

May 26, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, ADOPTION PROGRAM MANAGERS, AND ADOPTION SUPERVISORS

SUBJECT: ADOPTION PROMOTION PROGRAM FUND

REQUIRED ACTION: Information Only Time Sensitive Immediate

Annually, the North Carolina Division of Social Services (NCDSS) provides electronic notification to those counties who will receive a one-time year-end allocation of funding for adoptions through the Adoption Promotion Program (APP) for the previous fiscal year. This information was previously provided in a Dear County Director Letter (DCDL) dated August 15, 2022. This DCDL can be located and referenced at the following link: <https://www.ncdhhs.gov/cws422022-0/download?attachment>.

In order to be eligible to receive the year-end allocation, all year-end submissions and contract agency requests for payments should be emailed by June 3, 2023, directly to app.contracts@dhhs.nc.gov. Submitting requests for payments to individual emails will not guarantee proper processing and may result in denial or delay in payment. The award notifications for the State Fiscal Year (SFY) 2022—2023 will be delivered electronically in June 2023.

To receive payment:

1. Submit the DSS-5320 Adoption Promotion Program Fund/DSS Adoption Reporting workbook.
 - a. **Year-end workbooks must be received no later than June 3rd. All data is required to calculate the proportional distribution payments.**
 - b. If there are any months when no adoptions were completed, please document that as “NO ADOPTIONS COMPLETED” on the first line for that month.
 - c. Complete all sections for each child.
 - d. The workbook must be sent password protected and/or via encrypted email as it contains confidential information.
 - e. Workbooks are emailed to app.contracts@dhhs.nc.gov.
2. Agencies must properly close out the child’s 5094 using the code for Adoption and open the 5095 for Adoption Assistance Benefits.

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LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2409 Mail Service Center, Raleigh, NC 27699-2409
www.ncdhhs.gov • TEL: 919-527-6390 • FAX: 919-733-3052

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Questions regarding the Adoption Promotion Program can be directed to Mary Mackins, Interim Adoption Manager at Mary.Mackins@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: Susan Osborne, Assistant Secretary for Human Services
Lisa Tucker Cauley, Senior Director of Child, Family and Adult Services
Adrian Daye, Deputy Director for Child Welfare Practice
Tammy Shook, Interim Deputy Director for 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

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