



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

April 18, 2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: UPDATED PREPARATION FOR FEDERAL IV-E ELIGIBILITY REVIEW

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

North Carolina Department of Social Services (NCDSS) is committed to ensuring counties are provided with updated details regarding the preparation for the upcoming Federal Title IV-E Eligibility Review in July of 2024.

To date, the following information about the July 2024 Federal Title IV-E Review has been provided to counties:

- May 4, 2023, DCDL CWS-27-2023 was issued with guidance on how to begin to prepare for the federal review. Counties were advised to begin reviewing every case for which a IV-E foster care payment is made during the period under review, using the Federal Review Tool and Instructions that were attached to the DCDL. Counties were also advised to complete a 100% review of all open Title IV-E cases by October 31, 2023.
- June 7, 2023, A 60-minute webinar was presented to counties on how to prepare for the federal review and how to use the review tool. <https://www.youtube.com/watch?v=pILValX2aAE>
- August 31, 2023, DCDL CWS-58-23 was issued to provide updated information about the federal review, including the Period under Review (PUR), and final date that adjustments could be made to cases found in error.
- On November 1, 2023, all 100 counties were sent a list of potential IV-E cases that could be pulled and reviewed in the federal sample. Adjustments were requested to be submitted by 11/30/23.

NCDSS is providing the following updates regarding the federal review:

- NCDSS has requested that the federal sample be provided to NCDSS in April 2024, but this is not guaranteed. The latest date that NCDSS will receive the sample is May 10, 2024. The review will be held the week of July 8, 2024.
- Through the course of on-site reviews, NCDSS has found that many counties are not prepared for the review and have not completed their 100% internal review. Counties who have not completed the 100% internal review must do so now. Counties must make adjustments to claims based on errors found as soon as possible.

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

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- Once the federal sample is received by NCDSS, counties and the county's Regional Child Welfare Specialist will be notified of the cases to be reviewed. Once notification takes place, counties will need to create and assemble a paper case file that follows the taxonomy attached to this DCDL.
- It is the county's responsibility to ensure that the complete file is received at the NCDSS McBryde Building, 820S Boylan Avenue, Raleigh NC 27603, no later than May 28, 2024, by 3:00pm. The file can be delivered as follows:
 - Files can be delivered in person at NCDSS McBryde Building, 820S Boylan Avenue, Raleigh NC 27603. Regulatory and Licensing staff will be available to receive the paper files on May 24, 2024, and May 28, 2024, between the hours of 10am to 3pm.
 - Counties can make arrangements with their Regional Child Welfare Specialist to coordinate pickup and delivery arrangements for the paper file. RCWS can transport and deliver files to Raleigh on behalf of the county agencies.

If you have questions or need clarification, please contact Beth Riley, Child Welfare Eligibility and Compliance Manager at beth.riley@dhhs.nc.gov.

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, Senior Director for Human Services
Adrian Daye, Deputy Director for Child Welfare Practice
Kathy Stone, Section Chief for Safety and Prevention
Carla McNeill, Section Chief for Permanency Planning
Peter West, Section Chief for County Operations

ATTACHMENTS: Taxonomy for Federal IV-E Review
Dix Campus—McBryde Entrance

CWS-31-2024