



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 CHILD WELFARE STAFF**

SUBJECT: CRIMINAL HISTORY RECORD INFORMATION (CHRI) FOR POTENTIAL ADOPTIVE PARENTS

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

The North Carolina Division of Social Services (NCDSS) is working collaboratively with the Division of Child Development and Early Education (DCDEE) to provide updates about accessing the Criminal History Record Information (CHRI) for potential adoptive parents.

This letter is a follow-up to the initial DCDL (CWS_23_2023) sent on April 26, 2023, where each county was required to submit the names of each staff member designated to access CHRI to ensure the mandated training was available to staff. Currently we have 45 counties reporting 100% compliance, 47 counties reporting partial compliance and 8 counties that are not in compliance with the federal mandate.

Starting July 1, 2024, there will be a procedural change. DCDEE will be rejecting all applications from counties without 100% CJIS compliance. DCDEE does not have the ability to manage CHRI once it has been distributed to the counties. Therefore, the new procedure will ensure all DSS County staff tasked with reviewing CHRI are authorized to do so per the FBI's requirements. DCDEE will be reaching out to each individual county and reviewing the list of social workers to verify current social workers and any that need to be deactivated.

As a reminder, when all designated employees in each county have completed the training, the county should send all certificates together to DHHS.CBC.Adoption@dhhs.nc.gov. The certificates **must** be received by the CBC Unit, before the CHRI information can be released to designated staff.

If you have any questions, please contact Adoption Manager Mary Mackins at Mary.Mackins@dhhs.nc.gov.

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

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
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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