



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

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LISA TUCKER CAULEY • Division Director, Human Services

May 2, 2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: CHILD WELFARE PRE-SERVICE TRAINING TIME REPORTING

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

PURPOSE:

Child Welfare Pre-Service Training

As part of North Carolina's 2020-2024 Child and Family Services Plan (CFSP) Goal 3, the NC Division of Social Services began statewide implementation of the Redesigned Pre-Service Training in February 2024. Please see DCDL [#CWS-09-2024](#) and DCDL [#CWS-75-2023](#) for detailed information about implementation and training partnerships with County trainers. The redesigned curriculum includes ten (10) self-paced modules that take approximately four (4) hours to complete, a four (4)-day Foundation week for staff without Social Work degrees, and eighteen (18) days of Core training for all new child welfare employees. As a comparison, the current pre-service curriculum is five (5) days of self-paced work and eight (8) days of classroom training, for a total of 13 days. With the redesigned training, those required to complete Foundation will have 22 total days of training and those only completing Core training will be in pre-service training for 18 days.

Daysheet Coding – New Service Code and Program Codes

A key focus of the redesigned child welfare pre-service training was a detailed analysis of the training details, in an effort to enhance county draw-down of federal IV-E revenues. That was accomplished through a detailed review of the training curriculum to calculate the average time that can be direct-charged to IV-E funding programs for the pre-service training.

Currently, staff code training time to 990G, which gets distributed based on a distributed cost allocation logic. For the pre-service training, a new service code was created, specifically tied to the child welfare pre-service training. Under the new methodology, staff will code child welfare pre-service training directly to the new service code, 255 Child Welfare Service Training.

In addition to the new service code, there will also be three program codes:

- ET: IV-E Enhanced, matching rate of 75%
- Z: IV-E Admin, matching rate of 50%
- N: Non-Reimbursable

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

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Training Status and Coding for 40-Hour Week

Per federal rules, county staff in training are considered to be in training status for the entire period of pre-service training. Therefore, staff are able to code 100% of their time during the pre-service training under this methodology. This includes time back at the county office and travel time.

Each 40-hour week would get coded to the following program codes for each trainee under service code, 255 Child Welfare Service Training:

- ET (IV-E Enhanced): 1,995 minutes (System would also apply penetration rate for that month)
- Z (IV-E Admin): 85 minutes (System would also apply penetration rate for that month)
- N (Non-Reimbursable): 320 minutes

County Staff Trainers

County training staff who partner with NC DSS to deliver pre-service training will also be able to code under this methodology. In addition, they can also code any time used to prepare for the training, along with the time for the training itself and travel, as long as it's relevant for the pre-service training. They would follow the same overall percentages to each of the program codes, adjusted for the number of hours.

Travel Reimbursement

NC DSS is also setting up a mechanism for counties to directly claim travel expenses for county staff attending the child welfare pre-service training. These costs include mileage, hotel, and meals while attending pre-service training. Mileage cannot be reimbursed above the IRS rate. County staff will still follow their local travel policies for reimbursement. The County will submit the approved travel costs to NC DSS for reimbursement for all staff that participated in pre-service training in the prior month. NC DSS will provide a template that county DSS fiscal offices will submit with their internally approved travel reimbursement forms including receipts through a separate communication.

Fiscal Impact

The current mechanism with 990G draws revenue across all child welfare funds, but most of these are capped funds, which run out by the end of the year. Under the new method, Counties will be able to direct charge more costs to IV-E, an uncapped revenue source. This will free up some of the capped revenue sources and will also pull down more IV-E revenue at an enhanced rate. Counties can still charge the non-IV-E allowable portion to allowable capped funds.

Timeline

The new coding is effective May 1, 2024. This means that time coded for the month of May to be reimbursed in June will be under the new coding/reimbursement logic.

For any questions regarding IV-E coding, please contact Erin Dickmeyer at erin.dickmeyer@dhhs.nc.gov.

Sincerely,



Erin Dickmeyer, Child Welfare Financial Officer
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North Carolina Department of Health and Human Services

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