



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor  
KODY H. KINSLEY • Secretary  
SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

June 6, 2023

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS AND FISCAL STAFF**

**SUBJECT: FAMILY REUNIFICATION SERVICES ANNUAL REPORT AND ANNUAL PLAN**

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

**PURPOSE: PROVIDE COUNTY CHILD WELFARE AGENCIES WITH DEADLINES AND TEMPLATES FOR THE REQUIRED FAMILY REUNIFICATION SERVICES ANNUAL REPORT AND ANNUAL PLAN**

As part of the North Carolina Division of Social Services (NCDSS) Monitoring Plan for Family Reunification Services funded by Promoting Safe and Stable Families (Title IVB-2), each county child welfare agency must submit an annual report and an annual plan on the attached templates.

This DCDL establishes deadlines and provides templates for both the Family Reunification Annual Report and Family Reunification Annual Plan as indicated below:

- Family Reunification Annual Report for SFY 2023 covers the service month allocation period of June 1, 2022, through May 31, 2023. The report is due by August 1, 2023.
- Family Reunification Annual Plan for SFY 2024 covers the service month allocation period between June 1, 2023, through May 31, 2024. The plan is due by August 1, 2023.

Released on December 19, 2022, the [DCDL CWS 76 2022](#) notified county agencies that effective January 1, 2023, the Family Reunification Annual Report and Family Reunification Annual Plan are requirements to the Title IVB-2 Family Reunification Services Monitoring Tool. If county child welfare agencies have not submitted their required report and plan at the time of the monitoring review, this may result in a monitoring finding and be included in a corrective action plan, which may require financial reimbursement.

Two webinars will be held to provide technical assistance and information regarding the use and implementation of these funds:

- June 28<sup>th</sup> from 3-4pm
- June 29<sup>th</sup> from 11-12pm

Please go to <https://attendee.gototraining.com/rt/4961975461484183556> to register for one of the two dates above.

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

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

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

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Additional information regarding Title IVB-2 Family Reunification Services can be found in the [Child Welfare – Prevention Services Funding manual](#).

Please submit your county child welfare agency's Family Reunification Annual Report and Family Reunification Annual Plan to the State Foster Care Coordinator, Jessica Frisina at [Jessica.Frisina@dhhs.nc.gov](mailto:Jessica.Frisina@dhhs.nc.gov). If you have any questions, please contact Ms. Frisina.

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, Deputy Secretary for Opportunity and Well-Being  
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 County 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

Attachments: Family Reunification Services Annual Report Template  
Family Reunification Services Annual Plan Template

CWS-35-23

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