



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

May 31, 2024

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

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

**SUBJECT: UPDATED DSS 5282—NOTIFICATION OF CPS INVOLVEMENT**

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

North Carolina Division of Social Services (NCDSS) is committed to ensuring that local child welfare agencies are provided with the most up to date forms to support compliance with law, rule, and policy. NCDSS is providing the revised DSS 5282 form, Notification of CPS Involvement. This form is required to be sent to Division of Social Services (DSS), Division of Health Service Regulation (DHSR), or Division of Child Development and Early Education (DCDEE), when a county receives a CPS report on a licensed foster home, residential care facility, or childcare programs.

The following updates were made to the DSS 5282:

- Updated phone numbers, fax numbers, and websites for DSS, DHSR, and DCDEE
- Clarification when notification to DSS, DHSR, and DCDEE is required
- Listed documents required with case decision notification
- Updated Children's Program Representative (CPR) to Regional Child Welfare Specialist (RCWS)
- Added additional line for counties to indicate the case decision

**Effective immediately**, please use the current form, DSS 5282: Notification of CPS Involvement, which can be located for easy access at NCDHHS Policies and Manuals by search at <https://policies.ncdhhs.gov/divisional-n-z/social-services/ss-forms/>.

If you have questions, please contact Mary Torr, Regulatory and Licensing and Regulatory Policy Consultant at [mary.torr@dhhs.nc.gov](mailto:mary.torr@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

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

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Cc: Lisa T. Cauley, Senior Director of Human Services  
Adrian Daye, Deputy Director for Child Welfare Practice  
Kathy Stone, Section Chief for Safety and Prevention  
Peter West, Section Chief for County Operations

**ATTACHMENT:** DSS-5282 Notification of CPS Involvement

CWS-43-2024