



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Deputy Secretary for Opportunity and Well-Being

July 6, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: DCDL_CWS_45_2023_FUNDING MANUAL REVISIONS

REQUIRED ACTION: Information Only Time Sensitive Immediate

PURPOSE: NOTIFICATION OF REVISION TO ADOPTION ASSISTANCE FUNDING MANUAL

The Division is committed to providing counties with protocol and guidance to support compliance with federal and state law requirements. To ensure compliance with the federal requirements for adoption assistance, the instructions found in CWS-AL-01-14 have been added to the Adoption Assistance Funding Manual.

The revised manual changes include:

- Updating the Contents of the Child's Adoption Assistance File to include signed 5268's and dated printouts of the RIL 050 and RIL 060 for each prospective adoptive parent.
- Updating the Criminal Records Check to include instructions on the requirements for counties to completing the 5268, RIL 050, and RIL 060.
- Updating the Adoption Assistance monthly cash payment rate, which starts July 1, 2023.

These policies have been published on the Division's web page at: <https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals>. If you have any questions, contact Beth Riley at beth.riley@dhhs.nc.gov.

Sincerely,

Kimaree Sanders

Kimaree Sanders, MSW, MPA
Section Chief Regulatory and Licensing
North Carolina Division of Social Services

Cc: Lisa Tucker Cauley, Senior Director of Child, Family, and Adult Services
Katie Swanson, Deputy Director for Child Welfare Operations
Adrian Daye, Deputy Director for Child Welfare Practice
Peter West, Section Chief for County Operations
Kathy Stone, Section Chief for Safety and Prevention
Carla McNeill Section Chief for Permanency

CWS-45-2023

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REGULATORY and LICENSING SERVICES**

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