



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for  
Human Services

April 16, 2020

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES OPERATING RESIDENTIAL CHILD  
CARE FACILITIES  
DEAR EXECUTIVE DIRECTORS OF PRIVATE LICENSED RESIDENTIAL CHILD CARE and  
RESIDENTIAL MATERNITY CARE FACILITIES**

**ATTENTION: Directors, Program Managers and Child Welfare Professionals**

**SUBJECT: WAIVER OF ADMINISTRATIVE RULE for RESIDENTIAL CHILD CARE  
FACILITIES**

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

NC DHHS recognizes that public and private agencies that are licensed as Residential Child Care Facilities and Residential Maternity Care Homes have been greatly affected by the COVID-19 virus public health crisis. In an attempt to provide guidance and relief wherever possible, NC DHHS will approve waiver requests where allowable by statute or Executive Order regarding the following Administrative Rules for licensing.

The timeframe for completing CPR and first aid classes as defined in 10A NCAC 70I .0405 PERSONNEL POSITIONS (f) (2) (B) may be waived if in-person training is not available. Web-based trainings for certification in first-aid, CPR, or universal precautions cannot be accepted. Staff training as outlined in 10A NCAC 70I .0405 PERSONNEL POSITIONS (f) (2) (C) may be obtained through on-line learning opportunities. If a staff member is unable to complete training requirements a waiver may be requested.

Regarding required in-person contacts as established under 10A NCAC 70I .0502 ADMISSION PROCEDURES, 10A NCAC 70I .0602 FAMILY INVOLVEMENT and 10A NCAC 70K .0204 PROGRAM OF CARE the facility may request a waiver for these contacts to take place by use of virtual technology such as skype or facetime until the state of emergency has been lifted.

Pre-populated waiver request forms containing the Administrative Rules noted above are attached to this letter and should be used to make a request for waiver of these Administrative Rules to the licensing authority. Please add your agency information to the top section of the form. Submit the waiver request for private agency licensing requirements via email **to your assigned Program Consultant**.

We appreciate your patience as we work to provide consistent and comprehensive information. If you have questions or concerns, please contact your assigned Program Consultant or Linda Waite at [linda.waite@dhhs.nc.gov](mailto:linda.waite@dhhs.nc.gov) or 704-341-7300.

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

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

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As always, thank you for your dedication to serving children and families.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Cauley". The signature is written in a cursive, flowing style.

Lisa Cauley, Deputy Director Child Welfare Services

Attachment: Pre-populated waiver request forms

Cc: Susan G. Osborne, Assistant Secretary for County Operations  
Carla McNeill, Section Chief for Licensing and Regulatory  
Teresa Strom, Section Chief for County Operations  
Linda Waite, Regulatory and Licensing Program Administrator  
Jodi Franck, Foster Home Licensing Manager

CWS-09-20