



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. 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: UPDATE TO CROSS FUNCTIONS AND PERMANENCY PLANNING POLICY MANUAL R.E. HUMAN TRAFFICKING POLICY**

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

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 IV-E, new policy revisions were completed in the Cross Functions Manual and Permanency Planning Manual to provide instruction on required actions for title IV-E agencies resulting from the enactment of Public Law (P.L.) 117-348 The Trafficking Victims Prevention and Protection Reauthorization Act of 2022. These policy revisions specific to the Trafficking Victims Prevention and Protection Reauthorization Act of 2022 will be effective July 10, 2023.

The revised manual changes include:

- Reports to National Center for Missing and Exploited Children (NCMEC) and local law enforcement agencies should be made immediately (and in no case later than 24 hours) after the agency receives information about missing or abducted foster children.
- Check the NCMEC to see if the child(ren) or youth has been reported missing and the appropriate local law enforcement agency to see if the child(ren) or youth has been reported missing/runaway. County agencies shall maintain regular communication with NCMEC and law enforcement agencies in efforts to provide a safe recovery of a missing or abducted child or youth, including by sharing information pertaining to the child's or youth's recovery and circumstances related to the recovery.
- County agencies shall include in their reports, to NCMEC and law enforcement agencies, the following information, where reasonably possible:
  - A photo of the missing or abducted child or youth; and
  - A description of the child's or youth's physical features, such as height, weight, sex, ethnicity, race, hair color, and eye color; and
  - Endangerment information, such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked, and other health or risk factors; and
  - County child welfare worker's contact information or other preferred point of contact (e.g., the worker's supervisor).

**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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Additionally, provisions of Administrative Letter, [CWS-AL-01-14](#) referring to the Responsible Individuals List were in effect June 1, 2014. The Cross Functions Manual and Permanency Planning Manual were updated with the following guidance around completing RIL checks when using Temporary Safety Providers or Kinship Providers, which continues to be in effect:

- Review of county child welfare services, and or services history through NC FAST, agency records and RIL records.
- Complete the DSS-5268 RIL Information Request form by having the prospective placement complete applicant information and acknowledgement sections.
- County child welfare agencies must complete a search of the RIL register by completing both a "Search by SSN" (RIL050FM) and a "Search by Name" (RIL060FM) for each prospective placement.
- The completed RIL050FM and RIL060FM, regardless of whether there are any findings or not, must be printed. The printout of the RIL checks and the signed DSS-5268 must include the date the search was completed and be retained by the county child welfare agency in the child(ren) file.

Should you have questions, please contact the State Foster Care Coordinator, Jessica Frisina at [Jessica.Frisina@dhhs.nc.gov](mailto:Jessica.Frisina@dhhs.nc.gov).

Sincerely,

*Carla McNeill*

Carla McNeill, MSW  
Section Chief for Permanency Planning  
Division of Social Services, Child Welfare  
North Carolina Department of Health and  
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Cc: Lisa Tucker Cauley, Senior Director of Child, Family and Adult Services  
Adrian Daye, Deputy Director for Child Welfare Practice  
Katie Swanson, 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

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