

NC DHHS
DIVISION OF SOCIAL SERVICES
CHILD WELFARE SERVICES

DATE 11/03/2023

CHANGE NOTICE

CWS-CN-03-23

MANUAL: PERMANENCY PLANNING MANUAL

CHANGE NO: CWS-CN-03-23

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

RE: REVISION TO POLICY

EFFECTIVE: NOVEMBER 3, 2023

INTENT: NOTIFICATION OF UNLICENSED KINSHIP PROGRAM POLICY MANUAL
UPDATES

The [Permanency Planning Manual](#) has been updated to implement the unlicensed kinship payment program:

- Placement Options: Legal Basis (pages 39-41)
- Placement Options: Reimbursement for Unlicensed Kinship Policy (pages 46-50)

The [Appendix 2, Child Placement and Payment System Manual](#) has been updated to reflect changes throughout the manual. Some minor changes have been made for clarification purposes. Specific changes to reflect the changes related to policy outlined in this DCDL can be found in the following sections:

- Living Arrangements: Fields 45 through 49 (pages 29-35)
- Facility ID: Field 49 (pages 37-40)
- Payment Information: Fields 50 through 51 (pages 40-41)

This manual can be located at <https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals>.

Should you have questions regarding the policy change, please contact Jessica Frisina at 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 Human Services

Cc: Susan Osborne, Deputy Secretary for Opportunity and Well-Being
Lisa Tucker Cauley, Senior Director of Human Services
Adrian Daye, Deputy Director for Child Welfare Practice

CWS-CN-03-23

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

CWS-CN-03-23