



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Deputy Secretary for Opportunity and Well-Being

November 16, 2023

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

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

**SUBJECT: SOCIAL WORKER II QUALIFICATIONS FOR FOSTER HOME LICENSING**

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

North Carolina Division of Social Services (NCDSS) is committed to providing our agencies with protocol and guidance to support compliance with the law and best practice of child welfare services. The purpose of this letter is to clarify the requirements for enrolling in the Trauma Informed Partnering for Safety and Permanence: Model Approach to Partnerships in Parenting (TIPS-MAPP) Leader Certification course.

To become certified as a TIPS-MAPP Leader, one must meet the minimum training and experience for a Social Worker II (SWII) as outlined by the North Carolina Office of State Human Resources (NC OSHR). NC OSHR defines that the minimum training and experience requirements to qualify as a SWII is a “bachelor’s degree in social work from an appropriately accredited institution, bachelor’s degree in a human services field from an appropriately accredited institution and one year of directly related experience; bachelor’s degree from an appropriately accredited institution and two years directly related experience; or an equivalent combination of education and experience.”

NCDSS has previously interpreted the phrase “directly related experience” as experience that must have been in child welfare, especially in the areas of child protective services, foster care, and/or adoption services. However, the NC OSHR requirements do not indicate that the one-year experience must be in child welfare.

Moving forward, NCDSS will apply the same interpretation for SWII as defined by NC OSHR. If an employee meets the NC OSHR minimum training and experience requirements for SWII, that employee “may be involved in recruitment, evaluations, and training of foster parents and other care providers.” The change in interpretation does not relieve a public or private agency from ensuring that the potential employee meets the other SWII requirements.

If you have any questions, please do not hesitate to contact Kimaree Sanders, Section Chief for Regulatory and Licensing, at [Kimaree.Sanders@dhhs.nc.gov](mailto:Kimaree.Sanders@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**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2410  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6340 • FAX: 919-334-1123

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

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

CWS-81-2023