



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

December 07, 2023

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS, CHILD WELFARE SUPERVISORS AND FISCAL STAFF**

**SUBJECT: PERMANENCY PLANNING AND SAFETY MANUAL REVISIONS**

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

**PURPOSE: IMPLEMENTATION OF SAFE SURRENDER AND TRANSPORTATION POLICY**

The North Carolina Division of Social Services (NCDSS) is releasing this letter to announce the policy changes related to Safe Surrender and Transportation of High-Risk Juveniles. To ensure compliance with new legislation, new policy revisions were completed in the *Permanency, Assessment, and Cross Function Manuals* to provide instruction on required actions for Safe Surrender infants resulting from the enactment of [SL 2023-14](#) that became effective on October 1, 2023. The Safe Surrender policy changes are effective immediately.

**Policy Manual Changes**

- The Assessment Manual changes can be found on pages 70-71
- The Cross Function Manual changes can be found on pages 291-293
- The [Permanency Planning Manual](#) has been updated to reflect changes:
  - New Section: Safe Surrender and Permanency Planning (pages 37-40)
  - Transportation for High-Risk Juveniles (page 110)
- Form 5120-Children placed as Safe Surrender will need to be coded as SFHF on page 11.

**Next Steps**

Automation to support Safe Surrender changes will be effective on or around December 12, 2023. Instructions on the method to implement a Safe Surrender in CPPS (Child Placement Payment System/ Legacy) and CWIS (Child Welfare Information System) is attached to this letter. Once automation updates are completed, your county agency will be notified to enter the 5094 for Safe Surrender.

The NCDSS Safety and Permanency Planning Sections will hold a live webinar, ***A Comprehensive Overview of Safe Surrender Law Changes***, on January 4, 2024, from 1-2pm. The webinar will provide local county child welfare agencies with an overview of the policy changes regarding Safe

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

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

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-527-6335 FAX: 919-334-1123

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Surrender from Intake through Permanency Planning. A recording of the webinar will be posted approximately 4-6 weeks after the technical assistance webinar on <https://www.ncdhhs.gov/divisions/social-services/county-staff-information/policy-office-hours>.

Please register for the webinar **A Comprehensive Overview of Safe Surrender Law Changes** using this link <https://attendee.gotowebinar.com/register/2912661713261742677>.

The Permanency and Safety Sections will host separate Office Hours technical assistance to assist county staff with role-specific questions. The Permanency Planning section webinar will be held on **January 9, 2024, from 10 am-11 am**.

Please register here for **Office Hours: Safe Surrender in Permanency Planning:** <https://attendee.gotowebinar.com/register/6673541235693793877>

The Safety section webinar will be held on **January 10, from 1 pm-2 pm**.

Please register here for **Office Hours: Safe Surrender in Intake and Assessments:** <https://attendee.gotowebinar.com/register/855351212504674905>

After registering for both the webinar and/or office hours, you will receive a confirmation email containing information about joining the webinar.

For questions, please contact your Regional Child Welfare Specialist.

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

*Kathy P. Stone*

Kathy Stone,  
Section Chief for Safety and Prevention Services  
Division of Social Services, Child Welfare  
North Carolina Department of Health and  
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Cc: Lisa Tucker Cauley, Senior Director of Human Services  
Adrian Daye, Deputy Director for Child Welfare Practice  
Katie Swanson, Deputy Director for County Operations  
Kimaree Sanders, Section Chief for Regulatory and Licensing  
Peter West, Section Chief for County Operations

Attachments:  
Legacy-CPPS-CWIS Counties Next Steps  
CWS-CN-04-23

CWS-87-23

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