



North Carolina Department of Health and Human Services  
Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Buell, Secretary

Pheon E. Beal, Director  
(919) 733-3055

August 28, 2001

**Dear County Director of Social Services**

**Attention: Children's Services Supervisors  
Children's Services Social Workers**

**Subject: Changes to TEA Verification Form**

**Effective Date: Immediately**

We have made minor revisions to the TEA Verification form that social workers use in documenting a child's eligibility for TEA. The revision is made to conform to the AFDC-EA Settlement Agreement requirement that all services for an eligible child be documented within the first 30 days of TEA eligibility determination. Therefore, it is important that county DSS staff document within the first 30 days all potential services that a child might need. For example, if Intensive Family Preservation Services were being provided to a child, it is possible that the child may require foster care placement. The worker would then check the box next to "Out-of-Home Services" in addition to the box next to "In-Home Services". **If a service is not documented on this form within the first 30 days of eligibility determination, it cannot be funded with TEA for this 364 day period.**

The newly revised form is attached and will also be posted on the Division's website at <http://childrensservices.dhhs.state.nc.us/> along with this letter. Please continue to use this form to document the services you are providing or that you anticipate providing to any TEA eligible child.

If you have questions, please contact Hope Hunt, Child Welfare Policy and Initiatives Team, at (919) 733-4622.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles C. Harris".

Charles C. Harris, Chief  
Children's Services Section

Attachment

cc: Pheon Beal  
Children's Services Team Leaders  
Children's Program Representatives  
Paul Lesieur  
Gary Fuquay

**CS-34-2001**