



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD WELFARE SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR OF SOCIAL SERVICES  
AND COUNTY OPERATIONS

May 15, 2017

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS AND SUPERVISORS**

**SUBJECT: PREPARATION FOR THE FEDERAL IV-E ELIGIBILITY REVIEW**

This is a follow-up to the Dear County Director letter, CWS-09-2016 dated November 1, 2016, regarding preparations for the upcoming Federal IV-E Eligibility Review. You were informed in the letter that our next title IV-E Eligibility Review would occur during the week of July 24, 2017. With this review, the Federal government will assess the state's adherence to title IV-E eligibility criteria. The period under review has been identified as October 1, 2016 – March 31, 2017.

The case listing from the Administration for Children and Families (ACF) should be received within the next few weeks. This list will include 80 cases for review, and 20 cases for an oversample. You will be notified with a list of the cases from your county as quickly as possible. When you receive your list of cases, you will need to review each case utilizing the title IV-E Foster Care Eligibility On-Site Review Instrument you completed in late 2016 as a guide. Please note that each case will be assigned a sample number. In accordance with ACF procedures, the sample number will need to be maintained throughout the process. One of your regional Children's Programs Representatives (CPR) will contact you soon after you have received the list to schedule a time for the CPR to review the record as well, using the On-Site Review Tool. Following the review, your CPR will provide you with a list of items that require attention based on their review of the record.

The entire record needs to be available and can be provided on a disk or flash drive, except for IV-E materials that must be available in hard copy. All IV-E materials and all court orders with DSS and Guardian ad Litem (GAL) reports must be provided in a separate jacket as instructed in the attachment. IV-E materials to be included in a separate jacket are as follows:

- Birth Certificate or Residency Status Verification for a child not born in the U.S.
- All court orders (signed and file stamped) with DSS and GAL reports attached as appropriate
- VPA Materials (if applicable)
  - Completed Voluntary Placement Agreement (DSS-1789) signed and dated by parent/guardian and DSS
  - The Court Order resulting from the review within 90 days (if applicable)
  - Petition and resulting Court Order obtained prior to the 180th day if custody is continued
- DSS-5120 & All DSS 5120A(s)

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TEL 919-527-6340 • FAX 919-715-6714

LOCATION: 820 S. BOYLAN AVE. • MCBRYDE BUILDING • RALEIGH, NC 27603

MAILING ADDRESS: 2406 MAIL SERVICE CENTER • RALEIGH, NC 27699-2406

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- Verifications of income and resources should be attached to the forms unless verification was OLV or OVS (in that situation, this can simply be noted on the DSS-5120)
- Most recent DSS-5094
- Up-to-date Placement Log
- Copy of Payment History completed in the month of review

The Division will pull the payment histories from the Child Placement and Payment System for all 100 cases listed as part of the Federal Review; however, for your agency staff and CPR to verify that no overpayments have occurred, you will need to pull a payment history as well. Additionally, the Division will provide the documentation necessary to verify payments are made to fully licensed facilities. This will be done so that county staff may focus on verifying and preparing the documentation for the children's records. Counties are expected to maintain appropriate licensure materials on an ongoing basis.

Records must be received no later than July 7, 2017. Records can be delivered in person to the McBryde Building, sent by FedEx, delivered by courier, or sent by mail to Susan Sanderson, North Carolina Division of Social Services, 2401 Mail Service Center, Raleigh, NC 27699-2401. As you know, case management needs will continue during the time the record is in Raleigh, so we encourage you to make copies of any documents or materials you may need during the time the record is in Raleigh. Please make a note on the record if it is a copy and can be shredded following the review. Do not send original relinquishments as part of the record for the review. While the Division takes all steps necessary to protect the record, these documents are too important to risk loss.

Please remember that the ramifications for this review are extremely serious for our state. With a sample of 80 cases, the error threshold for this review is 4 cases. Any case found in error will be subject to disallowance of Federal Financial Participation (FFP) for both maintenance costs and associated title IV-E administrative costs. If the state exceeds the error threshold, the state, and ultimately the counties, will be required to implement a program improvement plan and could be subjected to additional financial sanctions.

If you have questions or need clarification, please contact one of the CPRs, or Susan Sanderson at [susan.sanderson@dhhs.nc.gov](mailto:susan.sanderson@dhhs.nc.gov) or 910-298-4395. While preparation for this review can be time consuming, adequately preparing will put our state in a better position for a successful outcome.

Sincerely,



Kevin Kelley, Section Chief  
Child Welfare Services

Attachments (2):  
Use of the CPPS Payment History  
General Issues to Watch for in Reviewing IV-E Records