



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**SUSAN OSBORNE** • Assistant Secretary for County  
Operations for Human Services

April 9, 2021

**DEAR COUNTY DIRECTOR of SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS, and FISCAL STAFF**

**SUBJECT: FAMILY REUNIFICATION SERVICES MONITORING**

**REQUIRED ACTION: X Information Only \_Time Sensitive \_X\_ Immediate**

**PURPOSE:** To notify county child welfare agencies of monitoring requirements for family reunification services.

NCDSS is committed to supporting local child welfare agencies with federal funding to provide and enhance services to children in foster care to achieve timely permanency. The federal Administration of Children and Families provides federal funding to each state under the Promoting Safe and Stable Families Act (Title IVB-2 of the Social Security Act) for specific services to facilitate family reunification services. Reunification is defined as placement of the juvenile in the home of either parent or placement of the juvenile in the home of a guardian or custodian from whose home the child was removed by court order (NCGS § 7B-101). NCDSS allocates this funding to all 100 local child welfare agencies under a funding authorization.

NCDSS is required to monitor services provided by the local child welfare agencies that are funded with federal dollars. This includes IVB-2 Family Reunification Services. NCDSS has developed a monitoring plan that will be incorporated into the updated Family Reunification Services Policy under Cross-Function Topics. The monitoring plan contains the following reporting and monitoring activities:

1. Starting in May 2021, county child welfare agencies will be selected to receive a virtual monitoring review. Monitoring will verify child eligibility, service time frame, allowable services and activities provided, and supporting documentation for expenditures billed to NCDSS (such as day sheets or invoices). Each local child welfare agency using these funds will be monitored at least once within a three-year period.
2. County child welfare agencies must submit an annual Family Reunification Program Report to NCDSS. NCDSS will provide the report template to local child welfare agencies. The SFY 2021 Report will cover the allocation period of June 2020 through May 2021 service months. The report is due on June 15, 2021.
3. Starting in June 2021, all county child welfare agencies must complete and submit a Family Reunification Addendum to NCDSS for children receiving IVB-2 family reunification services each month corresponding to their 1571 expenditures. NCDSS will provide the addendum template to the local child welfare agencies.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD WELFARE SERVICES**

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

MAILING ADDRESS: 2406 Mail Service Center, Raleigh, NC 27699-2406

www.ncdhhs.gov • TEL: 919-527-6340 • FAX: 919-773-6714

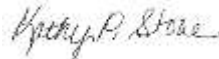
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

4. Starting in June 2021, each county child welfare agency will develop an annual plan describing how they will spend their Title IVB-2 Family Reunification Services allocation. NCDSS will provide agencies with a plan template that mirrors the format that the Administration of Children and Families requires from state social service divisions.

County Child Welfare Agencies must maintain programmatic and fiscal documentation to verify client eligibility as well as the allowability and costs of family reunification services provided. This documentation must be available during NCDSS monitoring.

If you have any questions or updates, please contact Wendy Clewis at [wendy.clewis@dhhs.nc.gov](mailto:wendy.clewis@dhhs.nc.gov)

Sincerely,



Kathy Stone, Section Chief for CPS and Prevention

cc: Susan Osborne, Assistant Secretary for County Operations  
Lisa Cauley, Senior Director for Child, Family and Adult Services  
Teresa Strom, Section Chief for County Operations  
Carla McNeill, Section Chief of Permanency  
Linda Waite, Acting Section Chief for Licensing & Regulatory

Attachments: Family Reunification Services Annual Report Template  
Family Reunification Services Addendum Template

DCDL\_CWS\_11\_21