



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

2408 Mail Service Center • Raleigh, North Carolina 27699-2408
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

August 8, 2011

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS, SUPERVISORS, AND WORKERS

SUBJECT: TITLE IV-E ADMINISTRATIVE COST REVIEW PILOT

The purpose of this letter is to provide notice of an upcoming pilot review that the Administration for Children and Families (ACF) will be conducting in North Carolina. This review is to examine the processes utilized by North Carolina in claiming Title IV-E funds for the administration of the programs intended by the grant. Attached is the letter to the Secretary of the North Carolina Department of Health and Human Services outlining the process and information needed from NC.

As you probably know, North Carolina experienced a IV-E maintenance review in July of 2011. The purpose of that review was to examine the eligibility determination for IV-E in foster care. North Carolina has been informed the preliminary results are that only 2 cases were found to be in error. Two additional cases were "undetermined" at the time of the exit conference.

As we are now submitting Phase II materials, the role of county departments of social services is becoming relevant. The onsite portion of the review will involve the review of the records of actual cases where Title IV-E funds are claimed under the policy of "Candidacy for Foster Care." One of the items requested in phase II is listing of all cases during the period under review (PUR) in which a claim for title IV-E funds was made via the DSS-4263 or Daysheet. The period under review is April 1, 2010 through September 30, 2010. The data submitted from the DSS-4263 (aka: Daysheet) system included service codes of 215, 219 or 228 with a program code of 'Z.' From this population, ACF will pull a sample of cases to be reviewed. As soon as the sample is known, counties with cases will be contacted for arrangements to have the records brought to the Raleigh central office. The onsite record review will occur the week of September 12, 2011 in Raleigh.

Your cooperation and participation in this effort is greatly appreciated. As this is a pilot review, many details are yet to be refined. Our office will work to communicate as much information as effectively and quickly as possible.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley".

Kevin Kelley, Interim Chief
Child Welfare Services Section

Attachment: [ACF IV-E ACR Pilot Letter to Secretary Cansler.](#)

cc: Sherry Bradsher
Jack Rogers
Kathy Sommese
Child Welfare Services Team Leaders
Myra Dixon

CWS-20-11