



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 29, 2011

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: CHILD WELFARE FOSTER CARE AND ADOPTION PROGRAM MANAGERS,
SUPERVISORS, WORKERS AND FISCAL STAFF**

**SUBJECT: CHANGE IN REPORTING DEADLINES FOR CHILD PLACEMENT AND PAYMENT
SYSTEM (CPPS) MONTHLY PROCESS AND REPORTING**

Due to requirements at the Office of the State Controller, reporting deadlines will be modified for the CPPS monthly processing and reporting system. **These changes will take effect with the September 2011 reporting month.**

The modifications to the CPPS process include changing the second preliminary keying deadline from the 16th of the month to the 15th of the month. In addition, the final keying deadline will be moved from the 20th of the month to the 19th of the month. If the final deadline falls on a non-workday, the deadline continues to be the last working day **before** the deadline. To assist with these changes, a schedule is attached for the remainder of the 2011 year and the 2012 calendar year.

These modifications affect the following process and reporting deadlines:

- Foster Care Maintenance payments, via the [DSS-5094](#) (Fields 45 to 61)
- Adoption Assistance Vendor payments, via the [DSS-5095](#) (Fields 20 to 22)

Updates to these sections must be completed by 5:00 p.m. on the final reporting deadline date.

If you have any questions concerning deadline dates or reporting information, please contact Tina Bumgarner at tina.bumgarner@dhhs.nc.gov or at 828-397-3901.

Sincerely,

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

Kevin Kelley, Interim Chief
Child Welfare Services Section

Attachment: [CPPS Deadline Schedule](#)

cc: Sherry Bradsher
Jack Rogers
Hank Bowers
Child Welfare Services Team Leaders

CWS-22-11