



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

**December 15, 2011**

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

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

**SUBJECT: ACCESS TO THE AUTOMATED RESPONSIBLE INDIVIDUALS LIST**

The Performance Management/Reporting and Evaluation Section of the Division issued Administrative Letter PM-REM-AL-04-11, (<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-05/adm/PM-REM-AL-04-11.pdf>) on November 17, 2011 that provided instructions for requesting user access to the Responsible Individuals List (RIL).

County security officers are responsible for requesting user access to the RIL by completing the e-IRAFF form and submitting that to the DHHS Customer Support Center. Instructions on e-IRAFF completion are provided in the Administrative Letter referenced above.

At this time, counties are responsible for entering their own DSS-5104a's (<http://info.dhhs.state.nc.us/olm/forms/dss/dss-5104a.pdf>). Requests for information from the RIL can also be completed at the county level. Requests for information from the RIL will continue to require completion of the DSS-5268 (<http://info.dhhs.state.nc.us/olm/forms/dss/dss-5268-ia.pdf>). This insures that individuals continue to be given notice of the potential negative consequences of their name being found on the the RIL as a result of substantiation of abuse and/or serious neglect.

Counties are reminded that they may only process RIL request for internal purposes only, all other requests for information from the RIL should be forwarded to the Division.

**Effective January 1, 2012 counties will be responsible for processing their agency's internal DSS-5268 forms.** Should you have any questions of need assistance please contact your Children's Services Program Representative or the Child Welfare Policy Team at (919) 733-4622.

Sincerely,

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

Kevin Kelly, Chief  
Child Welfare Services

cc: Sherry S. Bradsher  
Jack Rogers  
Child Welfare Services Team Leaders

**CWS-31-11**