



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

November 2, 2020

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: CHILDREN’S SERVICES SUPERVISORS, PROGRAM ADMINISTRATORS,  
AND PROGRAM MANAGERS**

**SUBJECT/ PURPOSE: REVISIONS TO THE CHILD PLACEMENT AND PAYMENT REPORT  
FORM DSS-5094**

**REQUIRED ACTION:**

Information Only  Time Sensitive *Effective Nov. 16, 2020*  Immediate

The Child Abuse Prevention and Treatment Act (CAPTA) requires the collection of information regarding children involved in the child welfare system. When a Juvenile Delinquency Court Judge orders the county child welfare agency to assume placement responsibility or a non-secure custody order, DHHS must keep track of that information to meet federal reporting requirements.

A new field (19A) has been added to the Child Placement and Payment Report form (DSS-5094) to collect this information. This form is required for each child that enters the legal custody of a county child welfare agency. When a county child welfare agency is given non-secure custody by a Juvenile Delinquency Court Judge an “X” must be placed in this field, only when Field 19 is coded “3”.

**III. PLACEMENT AUTHORITY (Complete for all Children)**

19. TYPE OF AUTHORITY <input type="checkbox"/>	20. REASON <input type="checkbox"/> PHYS. ABUSE <input type="checkbox"/> SEX. ABUSE	<input type="checkbox"/> NEGLECT <input type="checkbox"/> ALC. (PARENT) <input type="checkbox"/> DRUG (PARENT)	<input type="checkbox"/> ALC. (CHILD) <input type="checkbox"/> DRUG (CHILD) <input type="checkbox"/> CH. BEHAVIOR	<input type="checkbox"/> DEATH OF PAR. <input type="checkbox"/> INCARCERATION <input type="checkbox"/> COPING	<input type="checkbox"/> ABANDONMENT <input type="checkbox"/> RELINQUISHMENT <input type="checkbox"/> INADEQUATE HOUSING	<input type="checkbox"/> CHI DISAB <input type="checkbox"/> DOM VIO <input type="checkbox"/> HUM TRAFF
19a. CDJJ <input type="checkbox"/>	MO   DAY   YEAR	21. BEGIN DATE	22. OUT OF STATE PLACEMENT <input type="checkbox"/>	23. TERMINATION REASON <input type="checkbox"/>	MO   DAY   YEAR	24. TERM DATE

Please note that in the Foster Parent section of the Child Placement and Payment Report form the fields for race (64 and 66) have been restored.

**XII. SUBSTITUTE PARENT INFO. (Complete for Children in FAMILY FOSTER HOMES)**

62. FAMILY STRUCTURE <input type="checkbox"/>	YEAR OF BIRTH	RACE
1ST SUBSTITUTE PARENT	63. <input type="checkbox"/>	64. <input type="checkbox"/>
2ND SUBSTITUTE PARENT	65. <input type="checkbox"/>	66. <input type="checkbox"/>

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Please refer to the updated Appendix 2. CPPS (Child Placement and Payment System) Manual at <https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals/modified-manual-1/appendix-2-cpps.pdf> for detailed instructions on completing this form.

Effective November 16, 2020, the CPPS data entry terminal will be updated to reflect these changes. If the county child welfare staff is using the form, please begin using the updated form on this date. County child welfare staff should ensure that the form is completed with all necessary and correct information. If you have any questions, contact your Regional Child Welfare Consultant and include your local support manager. This information can be found at (<https://www.ncdhhs.gov/divisions/social-services/county-staffinformation/local-support-staff-schedules/childrens-services>).

Questions regarding this change should be directed to your assigned Regional Child Welfare Consultant.

Sincerely,



**Lisa Tucker Cauley, MSW**  
Senior Director of Child, Family and Adult Services  
North Carolina Department of Health and Human  
Services

Attachments: DSS-5094  
Appendix 2 CPPS Draft

cc:

Susan G. Osborne, Assistant Secretary for County Operations  
Kathy Stone, Section Chief for Child Protective Services and Prevention  
Teresa Strom, Section Chief for County Operations  
Jennifer Oshnock, Manager Regional Child Welfare Consultants  
Peter West, Manager Regional Child Welfare Consultants

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