



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

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

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
(919) 733-3055

June 9, 2005

### **DEAR COUNTY DIRECTOR OF SOCIAL SERVICES, COUNTY DSS ATTORNEY, AND PRIVATE CHILD PLACING AGENCY DIRECTOR:**

**ATTENTION: Child Welfare Supervisors**

**SUBJECT: Criminal Records Checks for Foster and Adoptive Parents**

The purpose of this letter is to inform you of forthcoming changes to the criminal record check process for prospective foster and adoptive parents. The letter contains essential information on this subject and should be widely shared with child welfare staff in your agency.

The N.C. General Assembly has mandated that all of the criminal records check process conducted by Divisions within the Department of Health and Human Services be consolidated. The Division of Child Development has been identified as the entity to hold responsibility for the consolidated criminal records checks processing. This means that the criminal records checks processing function for foster and adoptive families will be moved to the Division of Child Development.

By statute, the Division of Social Services' licensing staff under the auspices of the Department of Health and Human Services continue to hold the responsibility for determining whether or not an individual is appropriate for a foster child to reside with them in the home based on the criminal history check. By statute, the county Departments of Social Services' staff continue to hold the responsibility for determining whether or not an individual is appropriate for an adoptive child to reside with them in the home based on the criminal history check. Therefore the decision-making process will remain the same as is currently in practice.

The only change that you should experience is the contact information for criminal records checks for foster and adoptive parents. Effective **immediately**, you should submit the fingerprints and the required releases of information for all applicants for foster and adoptive parents and for individuals 18 years old or older who are to be living in a foster family or therapeutic family home to the DHHS Criminal Records Check Unit at the address below. To contact the DHHS Criminal Records Check Unit regarding submission of fingerprints, status of requests in progress or requests for fingerprint cards, etc., please contact the following:

NC Department of Health and Human Services  
Criminal Records Check Unit  
2201 Mail Service Center  
Raleigh, NC 27699-2201  
Tel. # (919) 773-2856 or (800) 859-0829 (in state only)  
Fax: (919) 661-6167  
Unit E-mail: [DHHS.CRC.UNIT@ncmail.net](mailto:DHHS.CRC.UNIT@ncmail.net)

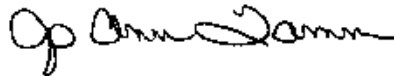
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Contacts:

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Melynda Swindells [melynda.swindells@ncmail.net](mailto:melynda.swindells@ncmail.net)

We trust that this transition will be smooth and that through consolidation, the criminal records check process will continue to improve so that we can ensure that children in our foster care system have safe foster care placements and safe, permanent adoptive homes as soon as possible.

Sincerely,



Jo Ann Lamm, Chief  
Family Support and Child Welfare Services Section

cc: Pheon Beal  
Sherry Bradsher  
Sarah Barham  
Local Business Liaisons Managers  
Family Support and Child Welfare Services Team Leaders  
Children's Services Programs Representatives  
Peggy Ball  
Kathy Shepherd  
Sheryl McNeill  
Austin Connors

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