



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

2411 Mail Service Center • Raleigh, North Carolina 27699-2411

Michael F. Easley, Governor
Director
Carmen Hooker Odom, Secretary

Pheon E. Beal,
(919) 733-3055

October 9, 2003

Dear County Director of Social Services

**Attention: Child Welfare Program Managers
Child Welfare Supervisors
Child Welfare Workers**

**Subject: Revision to the IV-E Eligibility Monitoring Process Effective
Immediately**

Since March 2000, the Division has maintained a monitoring process for IV-E eligibility determinations by county Departments of Social Services, as required by the Office of the State Auditor. The positive impact of this monitoring process became evident when the state had its federal IV-E review in August 2002, at which time the state passed the review with **no error cases**.

The Division's Children's Programs Representatives (CPR's) have been monitoring cases for IV-E eligibility since November 2001 in preparation for the federal review and after the federal review to meet the established monitoring requirement. The Division now has a formal monitoring plan for all program areas, and the IV-E eligibility monitoring responsibility will move to the Family Support and Child Welfare Services Section, Data Management and Review Team, beginning with the counties slated to be reviewed in October. Also, several counties that were without CPR's over the last six months were slated for reviews that were not conducted in the absence of their CPR. All of these counties will be notified in the near future of the cases to be pulled for review and the documentation that the Data Management and Review Team will need to conduct the case reviews in the Central Office. Once the transition has been made in October, counties will be notified of the cases pulled for review and the required documentation to be sent in advance of the month in which they are to be reviewed.

The basic protocol for selection of cases and sample size will remain the same. All 100 counties continue to be reviewed once a year on a rotating basis. At the conclusion of the review of each county's cases, Division staff will continue to submit a brief summary of findings on each reviewed case to be provided to the county Director with instructions for any corrections needed for the cases reviewed. This summary will be due to the Director no later than the end of the month following the month of the monitoring. These summaries and instruments, along with any of the counties' required

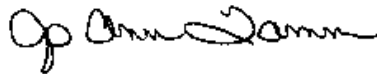
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corrective action plans will be maintained within the Data Management and Review Team Office to be available for any audit compliance review. Copies of county documents with identifying information will be destroyed after the monitoring process is complete.

In addition to this change in the Division's protocol for IV-E eligibility monitoring, the federal government released a revised review instrument and instructions as of May 2003. The changes in this instrument and instructions were in response to comments from State and ACF regional office staff who participated in the federal eligibility reviews. These changes reflect modifications and additional guidance to enhance consistent application. The checklist and instructions are merged into a single source document. The Division has made minor modifications to the document relevant to North Carolina law and policy. A copy of the document is attached to this letter.

We greatly appreciate the attention that county DSS staff has paid to the correct determination of IV-E eligibility, which contributed to the success of the state's federal IV-E review last year. We are very hopeful that your efforts will continue to ensure that the state remains in compliance with the federal regulations for the use of IV-E funds. If you have any questions about this revised monitoring process, please contact your CPR or Sara Anderson Mims at (919) 733-9461.

Sincerely,



JoAnn Lamm, Program Administrator
Family Support and Child Welfare Services Section

JAL:sam

cc: Pheon Beal
Sherry Bradsher
Sarah Barham
Family Support and Child Welfare Services Team Leaders
Children's Programs Representatives
Local Business Liaisons

FSCWS-23-03