



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

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Courier # 56-20-25 Fax 919-733-9386

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

June 11, 2008

Dear County Director of Social Services

ATTENTION: Child Welfare Supervisors and Program Administrators

SUBJECT: Monthly Foster Care Contact Records (Visitation Tools)

In October 2007, Public Law 109-288 of the Child and Family Services Improvement Act went into effect requiring states to have standards for the content and frequency of caseworker visits with children in foster care. Subsequent to the passage of this law the North Carolina Division of Social Services and the Jordan Institute for Families at the UNC-CH School of Social Work launched a collaborative process to create a tool to enhance the quality and consistency of monthly visits with children in dss custody who are placed in foster care, kinship care and group care. The process involved the formation of an advisory board composed of staff from county departments of social services and other stakeholders, the drafting and revision of a monthly visitation tool and, ultimately, a multi-phase pilot test of the tool in 14 county departments of social services.

Two visitation tools have been developed and are attached. The Monthly Foster Care Contact Record [DSS-5295](#) will be used for children/youth who reside in family foster care, therapeutic foster care and kinship care. The Monthly Foster Care Contact Record – Group Home Version [DSS-5296](#) will be used for children/youth who reside in group care. County departments of social services are required to begin using these tools immediately. Instructions for using the tools are contained on the forms. Questions related to these two documents should be directed to the Adoption and Foster Care Policy Team at 919-334-1089.

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse S. Johnson, Chief
Family Support Child Welfare Services

cc: Sherry S. Bradsher
Sarah Barham
Local Business Liaisons Managers
Jo Ann Lamm
Children' Services Program Representatives
Family Support and Child Welfare Services Team Leaders
Work First Representatives
Hank Bowers

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