



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

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

September 17, 2004

### Dear County Director of Social Services

**Subject:** Child Welfare Staffing Allocations/Aid to Counties for CPS

**Attention:** Child Welfare Program Managers  
DSS Fiscal Officers

**Reference:** Dear County Director Letter dated September 3, 2004  
Subject: Child Welfare Staffing Allocation

On September 3, 2004, the Division released a Dear County Director letter which provided the draft projections for allocating the funds appropriated during the recent session of the General Assembly. In addition, that letter referenced the need for counties receiving those funds to provide a plan detailing how counties will move forward to establish the positions and the time frames for doing so.

The allocations have now been finalized and are attached. Counties projected to receive these funds should review the attached Terms and Conditions document, sign and return it to the Division. Once the document has been received and reviewed, the Division will request the Controller's Office to release the funds for those counties.

The Terms and Conditions document should be signed and returned to the Division no later than Friday, October 1, 2004. Please return them to:

Division of Social Services  
325 N. Salisbury Street  
Mail Services Center 2439  
Raleigh, NC 27699-2439  
Attn: David Atkinson

If you have any questions, please contact David Atkinson at (919) 733-4570, or email at [David.Atkinson@ncmail.net](mailto:David.Atkinson@ncmail.net).

Sincerely,

A handwritten signature in black ink, appearing to read 'Jo Ann Lamm'.

Jo Ann Lamm, Program Administrator  
Family Support and Child Welfare Services

### Attachments

cc: Pheon Beal  
Sherry Bradsher  
Sarah Barham  
Family Support and Child Welfare Services Team Leaders  
Nancy Coston, Chair of Child Welfare Funding Subcommittee

Work First Representatives  
Local Business Liaisons  
Children's Program Representatives

FSCWS-39-04

# Child Welfare Staffing Allocations September 17, 2004

## TERMS and CONDITIONS

### Statement of Acceptance of Funds for New Child Protective Services Staff

By initialing each item and signature below I confirm my understanding and acceptance of the terms and conditions for hiring new CPS staff as outlined in this document. I certify that these funds will be used to meet staffing standards and to address the child welfare workloads.

- \_\_\_\_\_ 1. I agree to maximize all funding sources, including the TANF Block Grant and SSBG, to support the mandated child welfare services and staffing requirements. If my county currently does not fully utilize our TANF Block Grant and/or County MOE, I will develop a plan to use TANF and MOE to support child welfare. I will submit that plan for approval prior to receiving the allocation. (Plan must be submitted to the Division by October 1, 2004). Content of the plan should include, but not be limited to:
  - An explanation of how federal funding sources will support the 1:12 case load, or 1:10 if your county is an MRS county.
  - What, if any, current local projects funded with federal funds will cease if agency shifts focus to support mandated child welfare services.
  - Based on your most recent Child and Family Services Review, how can you better utilize federal funding to support mandated child welfare programs and to impact your program improvement plan?
- \_\_\_\_\_ 2. I agree to establish the new CPS positions by Oct. 15, 2004. If I cannot establish the positions by this date, I will immediately advise the Division of Social Services that I can not, and reasons for not being able to do so.
- \_\_\_\_\_ 3. I agree that these funds will not be used to supplant any existing funds currently used to support child protective services positions.
- \_\_\_\_\_ 4. I agree to uphold my county's commitment to achieving and supporting child welfare staffing caseload. These funds will be used to create new CPS line staff positions, not supervisory positions.
- \_\_\_\_\_ 5. I agree that my agency will not receive these funds if child protective services positions have been or are being frozen and thus not filled in my county.
- \_\_\_\_\_ 6. I understand that by accepting these funds my agency's TANF and MOE spending will be reviewed as a part of the Child and Family Services Reviews (CFSRs) to indicate whether or not the agency is maximizing it's resources to support child welfare. These findings will be published in the final report of the CFSR.
- \_\_\_\_\_ 7. I will provide a current child welfare organizational chart to the Division by October 1, 2004.

\_\_\_\_\_, Director / DSS Board Chairperson

\_\_\_\_\_, County Manager

\_\_\_\_\_ County Department of Social Services

\_\_\_\_\_  
DATE