



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

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

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

August 6, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Welfare Program Administrators and Supervisors

SUBJECT: Automation Change to the DSS-5104a, RIL Form

EFFECTIVE: Immediately

Effective August 3rd, 2007, an automation change to the Responsible Individuals List form, the dss-5104a, occurred in the Central Registry System. When accessing the Responsible Individuals List through the Central Registry System (SY01), three fields have been changed regarding the date that the Division was notified of an expunction review. Notification to the Division that an expunction review has been completed is required within 5 working days as outlined in [Section 1427](#) of Chapter VIII in the Family Services Manual.

The keying of information on the dss-5104a is considered notification to the Division that an expunction review has been complete. When keying updates for the expunction process on the dss-5104a (RIL form), Field 18 – Date of Director Notice to the Division, Field 23 – Date of DA Notice to the Division, Field 29 – Date of Court Notice to the Division, the system now automatically enters the date the form is keyed. Staff will no longer be required to enter the date that the form is being keyed into the system. Once the date is populated in these fields, it cannot be changed. This change will be updated in the next issuance of the Responsible Individuals List User's Manual.

If you have any questions regarding the automation change please contact DSS Information Support Unit at (919) 733-8938. For questions regarding policy please contact Terri Reichert, CPS Policy Consultant at (919) 733-4622 or by email, terri.reichert@ncmail.net.

Sincerely,

A handwritten signature in cursive script that reads 'Esther T. High'.

Esther T. High, Acting Chief
Family Support and Child Welfare Services Section

cc: Sherry Bradsher
Jo Ann Lamm
Children's Program Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives

FSCWS-52-07