



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

325 North Salisbury Street • Raleigh, North Carolina 27603  
Courier # 56-20-25 MSC 2408

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

January 6, 2005

### **Dear County Directors of Social Services**

**Subject: The Child Welfare Services Program Compliance Monitoring Plan and the DSS-5027**

The North Carolina Department of Health and Human Services, Division of Social Services implemented the Family Support and Child Welfare Services Program Compliance Monitoring Plan during State Fiscal Year 2003-2004. The Division hired two program compliance monitors for Child Welfare Services and two program compliance monitors for the Work First program in order to implement this formal monitoring process. The process involves onsite visits to local County Departments of Social Services to review several federal and state funded welfare programs for which the Family Support and Child Welfare Services Section is responsible. Funding sources for the programs reviewed by the Child Welfare Services monitors include Social Services Block Grant (including TANF transferred to SSBG) and IV-E funding.

The monitoring process is very detailed and includes desk audits where a review of the eligibility process for the various funding sources takes place. The process includes reviewing reports submitted by the sub-recipient, reviewing financial and programmatic records, observing operations, and reviewing the sub-recipient's single audit results, or a program-specific audit results and evaluating findings and the sub-recipient's corrective action plan, if any.

The Division would like to provide clarity regarding a programmatic issue that has been noted during this monitoring process which involves the issue of when signatures are needed on the DSS-5027 for children in placement, whether they are in the custody of the agency or in placement under a Voluntary Placement Agreement (VPA) or a Contractual Agreement for Residential Forms (CARS) agreement.

The instructions for the completion of the DSS-5027 are included in the Services Information System (SIS) manual. Whenever a client requests services, the client is required to sign the DSS-5027 which is the application for the requested service. The only exception is when policy does not require an application for services or allows other forms to be used in lieu of an application. Therefore, if the parent of a child under 18 years of age requests placement services for the child under a VPA, the parent is required to sign the DSS-5027 as the application for

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services. When a juvenile turns 18 years of age and wishes to remain in care under a CARS agreement, the juvenile is required to sign the DSS-5027 as application for the requested service.

**Anytime a child under 18 years of age is in the custody of the Department of Social Services, the Director or the Director's designee should sign the DSS-5027 on behalf of the child.**

The DSS-5027 replaced forms:

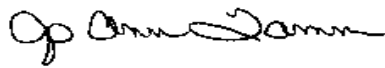
- DSS-2515, Initial Service Client Information Record
- DSS-2516, Service Client Information Change Notice
- DSS-5010, Social Services Application, Eligibility Documentation and Notice
- DSS-1360, Purchases of Services: Referral and Authorization

Policy governing the requirements for the use of these forms has not changed and can be found in the Family Services Manual, Volume VI, Chapter IV as referenced in the SIS manual. The on-line version of the SIS manual can be accessed at the following web site:  
[http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/man/SIS.htm#P66\\_733](http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/man/SIS.htm#P66_733)

Please be reminded that the DSS-5104 serves as application for Child Protective Services only, and does not serve as the application for foster care services. Please refer to the Family Services Manual, Volume I, Chapter VIII, Section 1426 for information regarding the purpose of and instructions for completing the DSS-5104.

If you have questions or need additional clarification about this process and the DSS-5027, you may contact Beverly Daniel with the Family Support and Child Welfare Services Section by telephone at (919) 733-9461.

Sincerely,



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

JAL/bd  
FSCWSS-54-04

Cc: Pheon Beal  
Sherry Bradsher  
FSCWS Team Leaders  
Children's Program Representatives  
Child Welfare Program Compliance Monitors  
Local Business Liaisons