



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

325 North Salisbury Street • MSC 2409 • Raleigh, North Carolina 27699-2409
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

September 4, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: Adoption Services Supervisors
Adoption Services Social Workers**

**SUBJECT: Requests for Supplemental Adoption Assistance for HIV
Positive Adopted Children**

The Division would like to enlist the help of local DSS agencies in addressing a potential problem area regarding Supplemental Adoption Assistance for HIV Positive Adopted Children. Recent conversations with the DHHS Office of the Controller indicate that there is a trend towards the forms requesting these payments being received later and later into the month.

While the Office of the Controller has made every effort to process these requests when they are received, late requests result in duplication of effort, thus creating additional work on the part of the Controller and could result in a delay in adoptive parents receiving their payments.

In order to avoid this we are asking local agencies to have the forms in by the 5th of each month, beginning in October. This will allow payments to go out by around the 10th of the month. In the event the forms are not received by this deadline, counties will need to let the adoptive parents know that they will not receive their payments until the following month.

Thank you for your help in making sure these payments are received on time. Please contact our Adoption Coordinator, Amelia Lance at (919) 733-9464 or by email at Amelia.Lance@ncmail.net if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "Esther T. High".

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

cc: Sherry Bradsher Jo Ann Lamm
Sarah Barham Debbie Hawkins
Local Business Liaison Managers
Family Support and Child Welfare Services Team Leaders
Children s Services Program Representatives Work First Representatives

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