



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

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Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

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

November 8, 2006

Dear County Director of Social Services:

ATTENTION: Child Welfare Program Administrators and Supervisors

SUBJECT: CHILD PROTECTIVE SERVICES ALERTS

The Division is aware that the process to notify other North Carolina counties that a family has fled the county to avoid Child Protective Services is not being used consistently.

A CPS alert is the notification released by a county that a family that is currently the subject of a CPS assessment or receiving CPS in home services has moved and their whereabouts are unknown. Other situations in which issuing a CPS alert would be appropriate are when a child who is in the custody of a county DSS is abducted or a foster child has run away. There are also times when other states will ask that an alert be issued in our state.

CPS alerts are managed by the Division through a listserve. This is an automatic mailing list server. It has become necessary for the Division to require that all subscribers be verified through their county security officer. No longer will requests to subscribe be accepted from individuals. Each county should determine which employees should be subscribed and communicate this to their security officers. It is suggested that program managers from Work First, Food Stamps, Medicaid, Child Protective Services, Foster Care and Services Intake be included. It will be the responsibility of each county to notify the listserve when an employee who is subscribed to the list is no longer employed by the county or no longer functions in a capacity with a need for the information.

A message will be sent through the listserve indicating that your name will be unsubscribed by November 30th, 2006 if your security officer has not verified your name as an authorized recipient of CPS alerts.

To receive notifications from the CPS alert listserve, your security officer must subscribe your name to the list. To subscribe to the listserve go to <http://lists.ncmail.net/mailman/listinfo/cpsalerts> and follow the instructions. When a message is delivered through the listserve, it is sent to everyone who is subscribed. To learn the names of current subscribers for your county, please contact the consultant identified below.

CPS alerts that are issued are archived. Past alerts are viewable, but there is no search engine available at this time. The Division is looking into other web based applications that would offer a search engine.

A subscriber may request that a CPS alert be issued, by accessing the following web site: <http://lists.ncmail.net/mailman/listinfo/cpsalerts>, click on the link under Using CPS Alerts . Use the following format for the message. In the subject line of the email, state CPS Alert from [county name], [family name]. In the body of the email provide the name, date of birth, and last known address of pertinent individuals and a brief explanation of the situation.

Division staff will monitor these requests to ensure that this listserve is used appropriately. It is important that you cancel the alert when the family is located. To cancel an alert, use the same web site. In the subject line of the email put Cancelled CPS Alert from [county name], [family name].

It is the hope of the Division that this valuable tool for ensuring the safety of North Carolina s children will be properly utilized. Should you have any questions, please feel free to contact Terri T. Reichert, CPS Policy Consultant, at (919) 733-4322 or by email at terri.reichert@ncmail.net.

Sincerely,



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

ETH/ttr

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

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