



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 2409

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

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

November 22, 2006

***Dear County Director of Social Services***

**Attention:** Children's Services Supervisors  
Children's Services Social Workers

**Effective Date:** Immediately

**Subject:** Changes to Forms

This letter is to notify Child Welfare staff of recent changes to many of our forms. These changes include revisions to some forms, translations into Spanish, and removal of some forms that are now obsolete.

The changes are as follows:

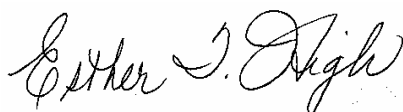
Revisions: [DSS-1808](#) Report on Proposed Adoption (Now available in Word and Excel upon request to [dssweb@ncmail.net](mailto:dssweb@ncmail.net))  
[DSS-5012](#) Adoption Assistance Eligibility Checklist (Change in Federal Policy)  
[DSS-5120](#) Determination of Eligibility/Foster Care (Policy Clarifications)  
[DSS-5242](#) Visitation Plan (Additional Information)  
[DSS-6187i](#) Instructions for Completing Application for State Maternity Fund DSS-6187 (New Instructions)

Translations: [DSS-5012sp](#) Adoption Assistance Eligibility Checklist  
[DSS-5133sp](#) You Don't Have to be Perfect to be a Perfect Parent  
[DSS-5201sp](#) Understanding Foster Care: A Handbook for Parents  
**Please note** The DSS-5133 and DSS-5201 are not online and must be ordered from the forms warehouse.  
[DSS-5240sp](#) Out of Home Family Services Agreement  
[DSS-5242sp](#) Visitation Plan  
[DSS-6187sp](#) Application for State Maternity Funds

Obsolete: DSS-5128 Visitation Plan (Duplication - See DSS-5242)  
DSS-5128sp Visitation Plan (Duplication - See DSS-5242sp)

If you have any questions about these changes, please contact Thomas Smith, program consultant with the Family Support and Child Welfare Services Section at [thomas.smith@ncmail.net](mailto:thomas.smith@ncmail.net) or (919) 733-9465.

Sincerely,

A handwritten signature in black ink that reads "Esther J. High". The signature is written in a cursive style with a large initial 'E'.

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

cc: Sherry Bradsher  
JoAnn Lamm  
Children's Program Representatives  
Work First Representatives  
Family Support and Child Welfare Services Team Leaders

**FSCWS-65-06**