



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  
Dempsey Benton, Secretary

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

September 28, 2007

**Dear County Director of Social Services**

**ATTENTION: Child Welfare Program Administrators and Supervisors**

**SUBJECT: Verification of names on the Responsible Individuals List**

It has become necessary for the Division to request that each county verify the name of each individual that they have placed on the Responsible Individuals List (RIL).


Every county will receive a list from their CPR with every name placed on the list for their own county. This list is current up to September 7, 2007.

The Division became aware of a system error related to the deletion of keyed dss-5104's, Report to the Central Registry/CPS Application. There are instances when the Division has received requests to delete keyed dss-5104's based on data entry errors; however, when this involves an entry on the RIL, the deletion of the dss-5104 does not automatically delete the entry on the RIL.

There has also been confusion surrounding the correct procedure when an expunction has occurred. When an individual has successfully been expunged from the RIL by the county Director, the District Attorney or the District Court it is required that the dss-5104a be keyed. Requesting the deletion of a dss-5104 when an expunction has occurred is not appropriate.

What this means is that there may be names on the RIL that should not be there. This is also an opportunity to ensure that the names of all individuals who should be on the RIL are on the list.

If it is determined that a name needs to be removed from the RIL because of a data entry error resulting from the above mentioned situations, please contact Terri T. Reichert, CPS Policy Consultant, at (919) 733-4322 or by email at [terri.reichert@ncmail.net](mailto:terri.reichert@ncmail.net), who will assist in the removal of the name.

Sincerely,

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

cc: Sherry Bradsher  
Jo Ann Lamm  
Children's Program Representatives

**FSCWS-66-07**