



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

ROY COOPER
GOVERNOR

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SECRETARY

WAYNE E. BLACK
DIRECTOR

September 11, 2017

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**SUBJECT: YOUTH AGES 18-20 INCORRECTLY CODED IN CHILD
PLACEMENT AND PAYMENT SYSTEM**

PRIORITY: HIGH

As we continue to prepare for conversion to NC FAST we are working to ensure that all youth in foster care are coded correctly in the Child Placement and Payment System (CPPS); this will help facilitate accurate conversion from the legacy system to NCFAS.

Any youth between age 18 and 20 who are open in CPPS should have a Placement Authority Type of "09" (Contractual Agreement for Residential Services – CARS) or "12" (Extended Foster Care Services – FC to 21). As of July 31, 2017, there were 71 youth in 28 counties that were between the ages of 18-20 who have an open DSS-5094 in CPPS with a Placement Authority Type other than CARS or Extended Foster Care. These 72 cases need to be corrected. The following information provides clear direction on the tasks to be completed.

Action Needed by all Counties

Although there are currently only 27 counties with youth over 18 open in CPPS with Placement Authority Types other than "09" and "12", if counties do not close DSS-5094s when children reach their 18th birthday, this problem will continue. All counties should be diligent with regards to ensuring that when a child turns 18 their original DSS-5094 is terminated. If the youth commits to an Extended Foster Care Services Agreement, a new DSS-5094 should be opened with a Placement Authority Type of "12". Otherwise, no additional action is needed after the child is emancipated.

WWW.NCDHHS.GOV

TEL 919-527-6335 • FAX 919-334-1018

LOCATION: 820 S. BOYLAN AVE. • MCBRYDE BUILDING • RALEIGH, NC 27603

MAILING ADDRESS: 2401 MAIL SERVICE CENTER • RALEIGH, NC 27699-2401

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Action Needed by 27 Counties

The following counties have one or more youth with a Placement Authority Type that is not appropriate for a youth over 18:

Beaufort	Davie	Johnston	Pender
Brunswick	Gaston	Lincoln	Person
Burke	Greene	Mecklenburg	Wake
Caldwell	Harnett	Mitchell	Wayne
Chatham	Henderson	Nash	Wilkes
Cleveland	Hoke	New Hanover	Yadkin
Cumberland	Iredell	Onslow	

To correct these DSS-5094s counties should complete the following steps:

- Navigate to NC FAST Help
- Go to the Reports tab – select “Child Services Reports”
- Locate the file named “Youth Ages 18-20 Incorrectly Coded in CPPS” – the file is password protected with the traditional password for P4 communications. (If you have any questions about the password, please contact your readiness liaison.)
 - This file contains the list of youth between 18-20 who have an invalid Placement Authority Type in your county.
 - The list is sorted by county name and last name of the youth

Follow the steps listed below based on the status of each youth.

If the youth has exited care

- Close the DSS-5094 by keying appropriate fields. These fields are:
 - Termination Reason (Field 23 on DSS-5094)
 - Termination Date (Field 24 on DSS-5094)
 - Date Plan Realized (Field 37 on DSS-5094)
 - Living Arrangement End Date (Field 48 on DSS-5094)

If the youth is in Extended Foster Care to 21

- Close the DSS-5094 as of the youth’s 18th birthday (see above for required fields)
- Open a new DSS-5094 as of the day that the youth entered an Extended Foster Care Services Agreement.
- The Placement Authority Type (Field 19) should be “12” for Extended Foster Care.

Per NCGS § 108A-48 (b), foster care benefits for a youth who was eligible to enter into a Contractual Agreement for Residential Services (CARS) with a county child welfare agency was effective until January 1, 2017. After January 2017, youth currently under CARS agreements could remain under their agreement, however no new CARS agreements were permitted. For that reason, county staff can no longer key DSS-5094s with a Placement Authority Type of “09” (CARS). However, if you have a youth who entered a CARS agreement prior to February 2017, but the

DSS-5094 was never updated, we want CPPS to correctly reflect that youth's Placement Authority. Therefore, we have created an edit that will allow state Data Management staff to enter DSS-5094s for CARS agreements.

If the youth is in a CARS agreement:

- Complete a DSS-5094 closing out the current Placement Authority Type in CPPS.
- Complete a second DSS-5094 to open the youth under a CARS agreement.
- Submit both DSS-5094s to Heather Bohanan to be keyed into the system.
You may submit these one of two ways.
 - Fax the DSS-5094 to her at (919) 334-1052.
 - If you choose to fax them, please provide a contact person (name, phone number, and email), that she can contact if there are questions regarding the forms.
 - Email them to her at Heather.Bohanan@dhhs.nc.gov.
 - Note that DSS-5094s contain confidential information, so if you email them, they **must** be sent in an encrypted email format.

These records should be corrected by close of business on Friday, September 22nd. If you have any questions, or need help with a particular DSS-5094, please contact Heather Bohanan at (919) 527-6264 or Heather.Bohanan@dhhs.nc.gov.

Sincerely,



Wayne E. Black

PM-REM-02-2017