



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

November 23, 2021

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE & ADULT SERVICES PROGRAM ADMINISTRATORS,
MANAGERS, SUPERVISORS, AND SOCIAL WORKERS

SUBJECT: DSS-5027 FORM – TURNAROUND PRINTING

REQUIRED ACTION: Information Only Time Sensitive Immediate

Due to acquisition challenges, the turnaround printing of the Services Information System (SIS) DSS-5027 Client Entry Form is being transitioned from the carbonless quadruplicate form to a single page form, effective December 1, 2021. Since it is a legal requirement, the client's rights and responsibilities will be printed on the back of the single page. The turnaround will still be printed in Raleigh and mailed to each county as normal.

Workers will continue to review the rights and responsibilities with each client and if required, obtain the client's signature. All additional sections will need to be completed as normal per the SIS Manual. Since the form will be a single page, workers will need to make additional copies of the completed form to provide a copy to the client, the data entry unit and/or retain a copy for the client record.

The DSS-5027A has been developed to be used for the purchase of service provider. It is a fillable PDF version of the DSS-5027 in which certain sections are blanked out for purposes of compliance with policy governing confidentiality of client records. If required, complete the fillable DSS-5027A form using the information printed on the DSS-5027 along with any other required information. The DSS-5027A can be located on the DSS Forms website: <https://policies.ncdhhs.gov/divisional/social-services/forms>.

Any questions about the printing of the DSS-5027 Turnaround form should be emailed to the Information Support/Automation team at DHHS.dss.automation@dhhs.nc.gov.

For any policy related questions, please contact your Regional Child Welfare Consultant or your Regional Adult Services Representative.

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PERFORMANCE MANAGEMENT SECTION

LOCATION: 820 S. Boylan Avenue, Hargrove Building, Raleigh, NC 27603

MAILING ADDRESS: 2415 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-527-6260 • FAX: 919-334-1052

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Sincerely,

DocuSigned by:


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Rob Morrell

Director, Human Services Business Information & Analytics