



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

March 12, 2026

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, SOCIAL WORKERS**

SUBJECT: RESPONSIBLE INDIVIDUAL LIST (RIL) SEARCH IN PATH NC

REQUIRED ACTION: Information Only Time Sensitive Action Required

As the North Carolina Department of Health and Human Services, Division of Social Services (NCDHHS DSS) continues the statewide implementation of PATH NC, this letter provides clarification and updated guidance regarding the required procedures for completing Responsible Individual List (RIL) checks to support child safety and ensure that resource parents meet criminal background and licensing standards.

As previously outlined in Dear County Director Letter [DCDL-CWS-02-2025](#), issued on January 9, 2025, all DSS agencies are required to complete RIL in existing systems (Legacy – Host on Demand and CWIS) and retain the screen prints that included a visible date and time stamp as verification. This requirement remains in effect.

In addition, agencies are now required to complete the RIL checks in PATH NC. The use of PATH NC **does not** replace RIL checks in Legacy or CWIS. PATH NC serves as a system to support complete and consistent RIL review. To ensure that potential and existing resource parents meet criminal background and licensing standards, agencies must complete RIL searches in all required systems, effectively immediately:

- Legacy
- CWIS
- PATH NC

As a reminder, screen prints from each system must include a visible date and time stamp to verify date of completion. Instructions for completing RIL checks in PATH NC, along with a process flow chart, are attached to this letter for your convenience.

These requirements apply to all applicants, household members, and any individuals for whom RIL clearance is required. Licensing packets will be returned if verification of RIL checks is missing from the three required systems or if supporting screen prints are incomplete.

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LOCATION: 1915 Health Services Way, Raleigh NC 27607

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Raleigh, NC 27699-2410

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If you have any questions, please contact Foster Home Licensing Manager, Jenny Millsaps, at jenny.millsaps@dhhs.nc.gov .

Sincerely,

Kimaree Sanders

Kimaree Sanders, MSW, MPA
Section Chief for Regulatory and Licensing
Division of Social Services, Child Welfare
North Carolina Department of Health and Human Services

Cc: Lisa Tucker Cauley Division Director Human Services, Child, Family and Adult Regional Support
Donna Fayko, Deputy Director for Child Welfare Services
Tammy Shook, Interim Assistant Deputy Director for Child Welfare Services
Adrian Daye, Section Chief for Permanency
Kathy Stone, Section Chief for Safety
Heather McAllister, Section Chief for Child and Family Services
Peter West, Section Chief for PATH NC Implementation Lead/Tribal Liaison
Meredith Houchins, Interim Section Chief for County Operations

Attachment: Responsible Individual List (RIL) Search in PATH NC Instructions

CWS-20-2026

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