

Responsible Individuals List (RIL) Search in PATH NC Instructions

Purpose: These instructions outline required steps for completing Responsible Individual List (RIL) checks in PATH NC for foster home licensing applicants.

Step 1 – Access PATH NC:

- Go to the PATH NC login portal.
- Enter your assigned PATH NC username and current password.
- Review the system disclaimer regarding appropriate use and confidentiality.
- Click '**I Acknowledge**' to enter PATH NC.

Step 2 – Navigate to Person Search:

- From the APP Launcher, select '**Person Search**'.
- Enter the following search criteria:
 - First name
 - Last name
 - Legal sex (as recorded on official documents)
- Date of birth (optional)
- Select **Search**.

Step 3 – Review Search Results:

- Review results displayed at the bottom of the screen.
- If multiple records appear, carefully compare identifying information.
- If a matching record includes a **View** link:
 - Select **View** to open the Client Dashboard.
- On the Client Dashboard:
 - Confirm identifying details at the top of the screen.
 - Select **Show all** under Quick Links.
 - Choose **Responsible Individuals List**.
- If a record displays only a CNDS number and CNDS Source (with **no VIEW** link):
 - No further review is required.
 - Proceed to Step 4-Document Search Results.
- If no results appear:
Remain on the results screen and proceed to step 4-Document Search Results.

Step 4 – Document Search Results:

- Capture a screenshot of the full screen using the Snipping Tool.
- Ensure the screenshot includes a visible date and time.
- Save the screenshot.
- Attach the screenshot to the completed DSS-5268: Responsible Individuals List (RIL) Information Request and submit to the NCDHHS DSS Regulatory and Licensing office along with the completed licensing packet.
- Repeat step 3 and step 4 for all names or aliases listed on the DSS-5268: Responsible Individuals List (RIL) Information Request.

Step 5 – Complete SSN RIL Check:

- Return to the **Person Search** screen.
- Enter the applicant's Social Security Number.
- Select **Search**.
- Review and document results following Steps 3 and 4.

Reminder:

- Name and Social Security number RIL checks in Legacy (Host on Demand) and CWIS are also required. Reference Dear County Director Letter [DCDL-CWS-02-2025](#) on how to complete checks in CWIS.