



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Deputy Secretary for Opportunity and Well-Being

April 11, 2024

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS,  
MANAGERS, SUPERVISORS, AND SOCIAL WORKERS  
LICENSED CHILD PLACING AGENCIES**

**SUBJECT: REGIONAL FOSTER HOME LICENSING MEETINGS**

**REQUIRED ACTION: Information Only  Time Sensitive Immediate**

North Carolina Division of Social Services (NCDSS) is committed to providing public and private agencies with the information that supports staff with ongoing technical assistance to ensure compliance with the law, rule, and policy. NCDSS is excited to provide an in-person, one-day meeting of an overview of foster home licensing and diligent recruitment and retention strategies. It is recommended that staff responsible for foster home licensing and supervisors with public and private agencies be in attendance.

The meeting will cover diligent recruitment and retention strategies, updates to the foster home licensing process, waiver requirements, the Responsible Individual List (RIL) process and an update on the kinship licensure track.

DSS agencies should register for a meeting within their agency's region and private agencies should register for a meeting closest to their primary office location. Please refer to the North Carolina regional map, attached to this letter, to identify your agency region. The time for each session is **9:00am-1:00pm**.

**Meeting Dates:**

Region 1: May 16, 2024, in Buncombe County  
East Asheville Public Library  
3 Avon Road, Asheville, NC 28803

Region 2: April 24, 2024, in Catawba County  
Catawba County DSS  
Conference Room A/B -Family Services Center  
3050 11<sup>th</sup> Avenue Drive SE, Hickory, NC 28602

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD WELFARE SERVICES  
REGULATORY and LICENSING SERVICES**

LOCATION: Building 17 • 952 Old U.S. Highway 70 • Black Mountain, NC 28711

MAILING ADDRESS: 952 Old U.S. Highway 70 • Black Mountain, NC 28711

www.ncdhhs.gov • TEL: 828-232-3160 \* FAX: 828-669-3365

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- Region 3: June 20, 2024, in Guilford County  
Guilford County DSS  
1203 Maple Street, Greensboro, NC 27405
- Region 4: June 26, 2024, in Mecklenburg County  
Mecklenburg County DSS – YFS  
3205 Freedom Drive, Suite 1500 Charlotte, NC 28208
- Region 5: May 23, 2024, in Wake County  
Wake County Commons Building  
4011 Cary Drive, Raleigh, NC 27610
- Region 6: May 1, 2024, in New Hanover County  
The Scottish Rite Temple  
1415 South 17<sup>th</sup> Street, Wilmington, NC 28401
- Region 7: May 9, 2024, in Pasquotank County  
Pasquotank County DSS  
709 Roanoke Avenue Elizabeth City, NC 27909

Please register for the Regional Foster Home Licensing meeting at: <https://forms.office.com/g/5VmYhvKrym> by **April 16, 2024**. Due to capacity, each meeting is limited to 30 people. After the closing date, an email will be sent to confirm you can attend the meeting or an email indicating that you have been placed on a waiting list. If you are placed on the waiting list, you will be selected to attend the next Regional Foster Home Licensing meeting in the fall of 2024.

If you have any questions, please reach out to Jenny Millsaps, Foster Home Licensing Manager, at [jenny.millsaps@dhhs.nc.gov](mailto: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 T. Cauley, Division Director for Human Services  
Katie Swanson, Deputy Director for County Operations  
Adrian Daye, Deputy Director for Child Welfare Practice  
Kathy Stone, Section Chief for Safety and Prevention  
Carla McNeill, Section Chief for Permanency Planning  
Peter West, Section Chief for County Operations

CWS-27-2024

# North Carolina Regional Map

