



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**JOSH STEIN** • Governor

**DEV DUTTA SANGVAI** • Secretary

**LISA TUCKER CAULEY** • Division Director, Human Services

June 5, 2025

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

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

**SUBJECT: FAMILY REUNIFICATION SERVICES ANNUAL REPORT AND ANNUAL PLAN AND OFFICE HOURS WEBINAR**

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

**PURPOSE/BACKGROUND: PROVIDE COUNTY CHILD WELFARE AGENCIES WITH DEADLINES AND TEMPLATES FOR THE REQUIRED FAMILY REUNIFICATION SERVICES ANNUAL REPORT AND ANNUAL PLAN**

As part of the North Carolina Department of Health and Human Services Division of Social Services (NCDHHS DSS) Monitoring Plan for Family Reunification Services funded by Promoting Safe and Stable Families (Title IVB-2), each county child welfare agency must submit an annual report and an annual plan on the attached templates.

This DCDL establishes deadlines and provides templates for both the Family Reunification Annual Report and Family Reunification Annual Plan as indicated below:

- Family Reunification Annual Report for SFY 2025 covers the service month allocation period of June 1, 2024, through May 31, 2025. The report is due by August 1, 2025.
- Family Reunification Annual Plan for SFY 2026 covers the service month allocation period between June 1, 2025, through May 31, 2026. The plan is due by August 1, 2025.

The annual report and plan are requirements to the Title IVB-2 Family Reunification Services Monitoring Tool. If county child welfare agencies have not submitted their required report and plan at the time of the monitoring review, this may result in a monitoring finding and be included in a corrective action plan, which may require financial reimbursement. Please submit your county child welfare agency's Family Reunification Annual Report and Family Reunification Annual Plan to the State Foster Care Coordinator, Jessica Frisina at [Jessica.Frisina@dhhs.nc.gov](mailto:Jessica.Frisina@dhhs.nc.gov).

Permanency Matters Office Hours will occur in June to discuss Family Reunification Services. Please register for one of the options below:

- **6.24.25 at 1:30 PM** <https://attendee.gotowebinar.com/register/837302739659106648>
- **6.26.25 at 10:00 AM** <https://attendee.gotowebinar.com/register/3233687232885282396>

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

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

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

[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6404 • FAX: 919-733-3052

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Additional information regarding Title IVB-2 Family Reunification Services can be found in the [Child Welfare – Prevention Services Funding manual](#).

For questions, please contact the State Foster Care Coordinator, Jessica Frisina at [Jessica.Frisina@dhhs.nc.gov](mailto:Jessica.Frisina@dhhs.nc.gov).

Sincerely,



**Adrian W. Daye, MSW**

Deputy Director for Child Welfare Practice  
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  
William "Ben" Rose, Lead Regional Director  
Kimaree Sanders, Section Chief for Regulatory and Licensing  
Donna Fayko, Deputy Director for Child Welfare Operations  
Kathy Stone, Section Chief for Safety  
Peter West, PATH-NC Implementation Coach  
Heather McAllister, Section Chief for Child and Family Services  
Meredith Houchins, RCWS Manager  
Holly McNeill, State CQI Leader

**ATTACHMENTS:**

Family Reunification Services Annual Report Template  
Family Reunification Services Annual Plan Template

CWS-35-2025

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6404 • FAX: 919-733-3052

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER