



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Deputy Secretary for Opportunity and Well-Being

June 12, 2023

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

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

**SUBJECT: DCDL\_CWS\_38\_2023\_RESPONSIBLE INDIVIDUAL LIST REQUIREMENTS FOR  
PROSPECTIVE FOSTER AND ADOPTIVE PARENTS**

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

The North Carolina Division of Social Services is committed to providing counties and licensed child placing agencies with ongoing guidance and support to ensure compliance with the law, rule, and policy. On June 1, 2014, Administrative Letter CWS-AL-01-14 was sent to all 100 counties notifying them of the requirement to print the results of RIL checks for prospective foster parents and prospective adoptive parents. NC DSS is re-issuing the information that was previously contained in CWS-AL-01-14.

Intent and Background:

Following a review conducted by the NC Office of the State Auditor, the North Carolina Division of Social Services (the Division) would like to highlight for county child welfare agencies a requirement that must be adhered to when licensing prospective foster parents and approving prospective adoptive parents. The NC Office of the State Auditor has advised the Division that it is insufficient for a county child welfare agency to indicate on submitted foster home licensing forms that a Responsible Individuals List (RIL) check has been completed. Proof of the RIL check must also be submitted to the Licensing and Regulatory Office located in Black Mountain, NC. This procedure is outlined below. Please note that this requirement does not pertain to private child-placing agencies as they submit the completed DSS-5268 with licensing transactions.

Instructions:

As part of foster parent licensure / adoptive parent approval process, the county child welfare agency must complete both a "Search by SSN" (RIL050FM) and a "Search by Name" (RIL060FM) on each perspective applicant using the RIL Register. The agency must then print out the results of each of these searches. Depending upon whether the search being conducted is for a prospective foster applicant or a prospective adoptive parent, the process following the printing varies:

- A. For prospective adoptive applicants, completed searches must be printed and retained by the county child welfare agency in the adoptive applicant's file.
- B. For prospective foster applicants, completed searches must be printed and submitted to the Black Mountain Foster Home Licensing Office as a part of the licensure packet. This applies to all foster home licensing transactions where an RIL check is required. Licensing packets that do not contain this information will be returned to the supervising agency.

**The search results must be printed regardless of whether there are any findings or not. The**

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REGULATORY and LICENSING SERVICES**

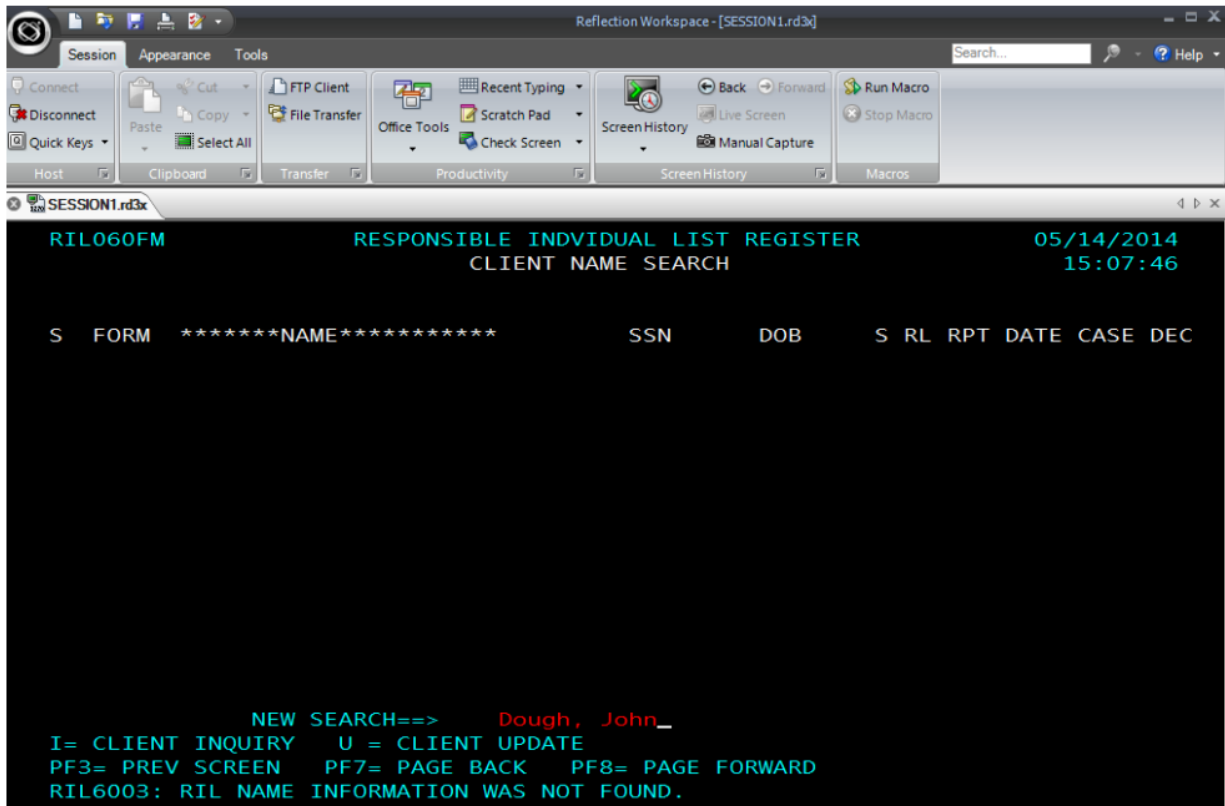
LOCATION: Building 17 • 952 Old U.S. Highway 70 • Black Mountain, NC 28711

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

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

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printout automatically provides the date and the time that the search was conducted and provides documentation of the county's determination of eligibility on behalf of the State. This can be done by completing the search and then choosing to print using the printer icon at the top of the screen. Please note the screenshot below; you will see the date and time stamp in the upper right corner.



Should you have questions, please contact the IV-E Coordinator Beth Riley at [beth.riley@dhhs.nc.gov](mailto:beth.riley@dhhs.nc.gov), or the Black Mountain Office at 828-232-3160.

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: Susan Osborne, Deputy Secretary for Opportunity and Well-being  
Tammy Shook, Interim Deputy Director for County Operations  
Adrian Daye, Deputy Director for Child Welfare Practice  
Kimaree Sanders, Section Chief for Regulatory and Licensing  
Peter West, Section Chief for County Operations  
Kathy Stone, Section Chief for Safety and Prevention  
Susan Kesler, DHHS Office of the Controller

CWS-38-23