



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEVPUTTA SANGVAN • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

July 02, 2026

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

**SUBJECT: GUIDANCE ON TITLE IV-E GUARDIANSHIP ASSISTANCE AND CLAIMING TO SERVICE
CODES ON CLOSED**

REQUIRED ACTIONS: Information Only Time Sensitive **Immediate Action**

**PURPOSE: IMPLEMENTATION OF PROGRAM MONITORING CHANGES TO ALIGN WITH FEDERAL
POLICY REQUIREMENTS**

The North Carolina Department of Health and Human Services, Division of Social Services (NCDHHS DSS), is issuing guidance regarding Title IV-E claims for the Guardianship Assistance Program (GAP) and claims submitted after a service has been closed.

Guardianship Assistance Program (GAP)

Policy updates issued in September 2025 clarified the distinction between the Guardianship Assistance Program (GAP) and the Kinship Guardianship Assistance Program (KinGAP). While both programs have similar eligibility requirements, **only KinGAP cases are eligible for Title IV-E funding.**

To qualify for KinGAP, the guardian must be related to the child by blood, marriage, or adoption, or have an established fictive kin relationship with the child or biological parent that existed prior to the child's entry into foster care. Children who qualify for GAP but do not meet KinGAP requirements must be claimed to **Title IV-B**, not **Title IV-E**.

Counties should review all current Guardianship Assistance cases to ensure claims are being made to the appropriate funding source.

Claims for Closed Services

Program monitoring has identified claims being submitted to service codes after the service has been closed on the DSS-5027 or PATH NC.

Once a service has been closed, no additional claims may be submitted to that service code on the DSS-4263. Claims submitted after service closure are unallowable and may result in program monitoring findings.

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

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

If allowable work is performed after a service has been closed, the activity should be claimed using **service code 990-G**.

Required Actions:

- Review all Guardianship Assistance cases currently claimed to Title IV-E.
- Correct any cases that do not meet KinGAP requirements and ensure future claims are coded to Title IV-B.
- Review local claiming procedures to ensure claims are not submitted to closed service codes.
- Use service code 990-G for allowable activities performed after service closure.

Office Hours:

NCDHHS DSS will host office hours to answer questions regarding this guidance:

- **Tuesday, July 7, 2026 | 10:00 a.m. – 11:00 a.m. – [REGISTRATION LINK](#)**
- **Friday, July 10, 2026 | 2:00 p.m. – 3:00 p.m. – [REGISTRATION LINK](#)**

Sincerely,



Beth Riley, MBA
Child Welfare Financial Officer
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
Kimaree Sanders, Section Chief for Regulatory and Licensing
Kathy Stone, Section Chief for Child Welfare Safety
Meredith Houchins, Interim Section Chief for County Operations
Heather McAllister, Section Chief for Well-Being
Peter West, Lead PATH-NC Implementation Coach

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