July 6, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: DCDL_CWS_45_2023_FUNDING MANUAL REVISIONS

REQUIRED ACTION: ☒ Information Only ☐ Time Sensitive ☐ Immediate

PURPOSE: NOTIFICATION OF REVISION TO ADOPTION ASSISTANCE FUNDING MANUAL

The Division is committed to providing counties with protocol and guidance to support compliance with federal and state law requirements. To ensure compliance with the federal requirements for adoption assistance, the instructions found in CWS-AL-01-14 have been added to the Adoption Assistance Funding Manual.

The revised manual changes include:

- Updating the Contents of the Child’s Adoption Assistance File to include signed 5268’s and dated printouts of the RIL 050 and RIL 060 for each prospective adoptive parent.
- Updating the Criminal Records Check to include instructions on the requirements for counties to completing the 5268, RIL 050, and RIL 060.
- Updating the Adoption Assistance monthly cash payment rate, which starts July 1, 2023.

These policies have been published on the Division’s web page at: https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals. If you have any questions, contact Beth Riley at beth.riley@dhhs.nc.gov.

Sincerely,

Kimaree Sanders, MSW, MPA
Section Chief Regulatory and Licensing
North Carolina Division of Social Services

Cc: Lisa Tucker Cauley, Senior Director of Child, Family, and Adult Services
    Katie Swanson, Deputy Director for Child Welfare Operations
    Adrian Daye, Deputy Director for Child Welfare Practice
    Peter West, Section Chief for County Operations
    Kathy Stone, Section Chief for Safety and Prevention
    Carla McNeill Section Chief for Permanency

CWS-45-2023