



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

August 8, 2025

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

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

**SUBJECT: ADOPTION PROMOTION PROGRAM FUND**

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

Annually, the North Carolina Department of Health and Human Services Division of Social Services (NCDHHS DSS) provides baselines and program updates for the Adoption Promotion Program (APP) Fund to the county child welfare agencies. This letter will provide the same information for the Adoption Promotion Program Fund for SFY 2025-2026.

While the primary purpose of this communication is to announce the baselines and reiterate programmatic components of the APP Fund, it is equally important to acknowledge the steadfast commitment and collaborative efforts of the county child welfare agencies and private child placing agencies working in partnership with the NCDHHS DSS. Through this collective endeavor, permanency was achieved for **1,097** children and youth from July 1, 2024, through June 30, 2025. Thank you for your continued dedication and support to the children and families of North Carolina.

The APP Fund is a designated program for contracted private child placing agencies, who are licensed specifically for adoption. The participating agencies must be licensed as an adoption agency under the NCDHHS DSS Licensing Authority.

The APP Fund offers a one-time, year-end, proportional funding allocation for county child welfare agencies that meet one or more of the criteria listed below:

- Exceed a predetermined federal baseline or
- Complete adoptions of teens and/or
- Sibling groups of 3 or more who are placed together for adoption under baseline.

In addition, the public and private agencies must reach an agreement confirming that the private agency will provide services including Adoptive Family Readiness, Family Post Placement Support, Child Post Placement Support, and Legal Services. The Adoption Services Agreement (DSS-5113) must be signed by both parties **before** any services are initiated.

**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

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**As a reminder, all DSS quarterly submissions and contract agency requests for payments must be emailed directly to [app.contracts@dhhs.nc.gov](mailto:app.contracts@dhhs.nc.gov).** Failure to send the appropriate email will result in delays with processing payments.

The following documents are attached for reference and informational purposes:

- **APP Fact Sheet:** A listing of contracted agencies and baselines for each individual county.
- **Criteria and Guidelines:** Program information including but not limited to eligibility, baseline methodology for year-end distribution, and submission deadlines.
- **DSS-5320A:** Monthly report of adoptions which is submitted on a quarterly basis.
- **DSS-5113:** Adoption Services Agreement: Must be signed by both public and private agencies.
- **APP Funding:** Suggestions on how to use the funds. This is not to be considered an exhaustive list.

For questions regarding the Adoption Promotion Program Fund, please contact the State Adoptions Manager/Interim Private Agency Licensing Manager, Mary Mackins, at [Mary.Mackins@dhhs.nc.gov](mailto:Mary.Mackins@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  
Donna Fayko, Deputy Director for County Operations  
William "Ben" Rose, Lead Regional Director  
Peter West, PATH-NC Implementation Coach  
Kathy Stone, Section Chief for Safety  
Kimaree Sanders, Section Chief for Regulatory and Licensing  
Heather McAllister, Section Chief for Child and Family Services

Attachments:

1. APP Fact Sheet for SFY 2025-2026
2. Adoption Promotion Program Criteria and Guidelines
3. DSS-5320A Contract Agency Monthly Adoption Reporting and Payment Form
4. DSS-5113 Adoption Services Agreement
5. APP-Possible Funding Uses

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