



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEVPUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

October 6, 2025

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

**SUBJECT: NEW PROGRAM CODE ADDED TO CHILD WELFARE FUNDING MANUAL
APPENDIX 3.4**

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

Daysheet Coding-Title IV-E Prevention Services Program

As part of North Carolina's Title IV-E Prevention Services implementation, the NC Division of Social Services has issued new policies and guidance on the use and claiming of administrative time and services related to Title IV-E Prevention Services.

Use of Program Code FFZ

Program Code FFZ is designated for cases where a child is at imminent risk of entering foster care and an In-Home Services Family Case Plan has been developed. The plan must document the risks and identify the services that will allow the child to remain safely at home, helping to prevent foster care entry. Only services included in North Carolina's Title IV-E Prevention Plan are eligible for claiming under this program code. Currently, *Homebuilders* is the only service authorized for claiming under the state plan.

In-Home Service codes for Court Preparation (code 228) and Child and Family Team Meetings (code 219) are also eligible to be claimed under Program Code FFZ when appropriate.

Criteria for the In-Home Family Case Plan (IH-FCP)

To meet the criteria, the IH-FCP must:

- a. Include the name of each eligible child;
- b. State that the child is at imminent risk of removal into foster care;
- c. Identify the behaviorally specific reasons for that risk;
- d. Outline case goals for the parents/caregivers to address the imminent risk;
- e. Describe the specific evidence-based services to prevent the need for foster care, including which child(ren) the service(s) will benefit (this serves as the child-specific prevention plan); and
- f. Include the parents'/caregivers' signatures prior to services starting, indicating their agreement to and participation in developing the IH-FCP.

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Fiscal Impact

Program Code FFZ is reimbursed to counties at a rate of **50%** for allowable services provided to eligible children under North Carolina's Title IV-E Prevention Plan.

For any questions regarding IV-E coding please contact your Local Business Liaison (LBL).

Sincerely,

A handwritten signature in black ink, appearing to read "Beth Riley".

Beth Riley, MBA
Child Welfare Financial Officer

Cc: Lisa Tucker Cauley, Division Director, Human Services, Child, Family, and Adult, Regional Support
Donna Fayko, Deputy Director for Child Welfare Operations
Adrian Daye, Deputy Director for Child Welfare Practice
Meredith Houchins, Acting Section Chief for Child Welfare Operations
Kathy Stone, Section Chief for Safety
Kimaree Sanders, Section Chief for Regulatory and Licensing
Heather McAllister, Section Chief for Child and Family Services

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