



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

October 17, 2025

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: CO-GUARDIANSHIP AND KINGAP/GAP UPDATES

PURPOSE/BACKGROUND: IMPLEMENTATION OF UPDATED POLICY AND FORMS

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

NCDHHS DSS is dedicated to providing staff with the most current information available. In alignment with this commitment, policies and forms are being continuously updated. Please review the manuals and forms below for updates related to Co-Guardianship and KinGAP/GAP. Previous revisions remain in red font, while updates specific to this release are shown in red font with yellow highlighting.

- [Permanency Planning Manual](#)
 - Co-Guardianship (page 127)
 - Guardianship Assistance Programs (KinGAP/GAP) Overview (page 128)
- KinGAP & GAP Eligibility and Determination Checklist ([DSS-1813](#))
- KinGAP & GAP Agreement ([DSS-1810](#))

Next Steps:

To provide support and answer questions related to all HB612 policy changes, including the updates above, there are two live office hours scheduled for the following dates. Please click on the links to register below:

- Tuesday, October 21st 1-2pm: <https://attendee.gotowebinar.com/register/9092440443412320607>
- Friday, October 24th 11-12pm: <https://attendee.gotowebinar.com/register/47535636420027225>

A recording and Frequently Asked Questions will be available following the live sessions.

If you have any questions, please contact your Regional Child Welfare Specialist.

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

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Cc: Lisa Tucker Cauley, Division Director, Human Services, Child, Family, and Adult Regional Support
Donna Fayko, Deputy Director for Child Welfare Operations
William "Ben" Rose, Lead Regional Director

CWS-75-25

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