



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

November 3, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS, CHILD WELFARE SUPERVISORS AND FISCAL STAFF

SUBJECT: PERMANENCY PLANNING AND CPPS POLICY MANUAL REVISIONS

REQUIRED ACTION: Information Only Time Sensitive Immediate

PURPOSE: IMPLEMENTATION OF UNLICENSED KINSHIP REIMBURSEMENT PROGRAM

We are excited to announce the release of the *Unlicensed Kinship Reimbursement Program* policy. This program was legislated through Senate Bill 20 enacted May 16, 2023. This is a great opportunity to strengthen support for unlicensed kinship families.

Please share in our enthusiasm and appreciation for the contributions you have made toward this policy development. In the body of this letter are summaries of the revised policy manuals, forms, and technical assistance information.

Policy Manual Changes

- The [Permanency Planning Manual](#) has been updated to reflect changes in the following sections:
 - Placement Options: Legal Basis (pages 39-41)
 - Placement Options: Reimbursement for Unlicensed Kinship Care Providers Policy Implemented (pages 46-50)
- The [Appendix 2, Child Placement and Payment System Manual](#) has been updated to reflect changes throughout the manual. Some minor technical changes have been made for clarification purposes. Specific changes to reflect the changes related to policy outlined in this DCDL can be found in the following sections:
 - Living Arrangements: Fields 45 through 49 (pages 29-35)
 - Facility ID: Field 49 (pages 37-40)
 - Payment Information: Fields 50 through 51 (pages 40-41)

New Forms

The following are new forms to assist in implementation of the unlicensed kinship care payments.

- [DSS-5800](#) Unlicensed Kinship Payment Eligibility Checklist
- [DSS-5801](#) Unlicensed Kinship Form – Facility ID Request (for CPPS/Legacy counties only)
- [DSS-5802](#) Unlicensed Kinship Payment Acknowledgement

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
www.ncdhhs.gov • TEL: 910-610-9018 FAX: 919-334-1123

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Policy Office Hours

Office Hours technical assistance webinars will be available for CWIS and Legacy-CPPS Counties and are provided below. Recordings of the webinars will be posted approximately 4-6 weeks after the technical assistance webinar on <https://www.ncdhhs.gov/divisions/social-services/county-staff-information/policy-office-hours>.

Please use the following links to register for technical assistance calls based on the system your county uses. After registering, you will receive a confirmation email containing information about joining the webinar.

Options for Counties Using Legacy/Child Placement and Payment System:

1. 11/9/23 from 11-12:15pm: <https://attendee.gotowebinar.com/register/3371606661332591189>
2. 12/7/23 from 1-2:15pm: <https://attendee.gotowebinar.com/register/1012796878474055001>

Options for Counties Using Child Welfare Information System:

1. 11/14/23 from 11-12:15pm: <https://attendee.gotowebinar.com/register/2710210834806862431>
2. 12/5/23 from 1-2:15pm: <https://attendee.gotowebinar.com/register/1520158822529862240>

Next Steps

Please follow the next steps on the attachments appropriate for your county. The next step attachments contain important and helpful information on processes and timeframes.

For questions, please contact the state Foster Care Coordinator, Jessica Frisina at Jessica.Frisina@dhhs.nc.gov.

Sincerely,

Carla McNeill

Carla McNeill, MSW
Section Chief for Permanency Planning
Division of Social Services, Child Welfare
North Carolina Department of Health and
Human Services

Cc: Susan Osborne, Deputy Secretary for Opportunity and Well-Being
Lisa Tucker Cauley, Senior Director of Human Services
Adrian Daye, Deputy Director for Child Welfare Practice
Katie Swanson, Deputy Director for County Operations
Kathy Stone, Section Chief for Safety and Prevention Services
Kimaree Sanders, Section Chief for Regulatory and Licensing
Peter West, Section Chief for County Operations

Attachments

1. Legacy-CPPS Counties Next Steps Summary
2. CWIS Counties Next Steps Summary

CWS-76-23

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