



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEVPUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

November 04, 2025

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

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

SUBJECT: Claiming Administrative Time for Child Welfare Social Work Staff During Federal Funding Constraints

REQUIRED ACTION: X Information Only X Time Sensitive X Immediate

PURPOSE:

This communication provides guidance regarding claiming administrative time for child welfare social work staff during the current federal government shutdown, which has temporarily impacted the availability of certain federal funding sources.

Effective immediately, due to the limited availability of SSBG (X, V), TEA (R, 0), and TANF (R, 0) funds, counties are required to change the funding sources used for social work administrative time claims. Counties should identify and use any available alternative eligible funding sources. **Please note: SSBG resources are being redirected to support Adult Services due to significant funding limitations in that program area. As a result, SSBG funding for child welfare administrative claiming is temporarily restricted.**

When completing administrative time claiming for child welfare social work staff, counties should take the following steps:

1. Review claims currently allocated to SSBG (X, V), TEA (R, 0), and TANF (R, 0).
2. Determine whether an alternative allowable funding source is available, such as Title IV-E, if supporting case eligibility qualifies.
3. If no other eligible source is available, counties may claim administrative time to MOE (9) for the interim period.

This temporary claiming guidance will remain in effect until federal funds are fully restored. We appreciate your cooperation and fiscal stewardship in ensuring continuity of services to children and families during this period.

If you have questions regarding claiming time for social work staff or need technical support, please contact your Local Business Liaison (LBL).

Thank you for your continued commitment to child welfare services during this federal funding interruption.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Sincerely,



Lisa Tucker Cauley, MSW
Division Director Human Services, Child, Family and
Adult Regional Support

cc: Adrian Daye, Deputy Director for Child Welfare Practice
Donna Fayko, Deputy Director for Child Welfare Operations
Karey Perez, Deputy Director for Adult Services
William "Ben" Rose, Lead Regional Director
Beth Riley, Child Welfare Financial Officer
Caleb Hawkins, Local Business Liaisons Lead
Susan Kesler, DHHS Office of the Controller

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