



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services –

November 20, 2025

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

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

SUBJECT: PERMANENCY POLICY UPDATES AND RE-SCHEDULED OFFICE HOURS

PURPOSE/BACKGROUND: IMPLEMENTATION OF UPDATED POLICY AND HB612 OFFICE HOURS

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

North Carolina Department of Health and Human Services, Division of Social Services (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 following areas of updated policy within the [Permanency Planning Manual](#) (PP Manual). Previous changes are maintained in red font; the policy changes noted below are indicated in red font *and* yellow highlights.

- **GAL Notifications of Placement Changes** (PP Manual page 79)
- **Co-Guardianship** (PP Manual page 129)
- **Kinship Guardianship Assistance Program (KinGAP) and Guardianship Assistance Program (GAP)**
 - PP Manual pages 130-133
 - [Appendix 3.7](#)
 - KinGAP & GAP Eligibility and Determination Checklist ([DSS-1813](#))
 - KinGAP & GAP Agreement ([DSS-1810](#))
- **APPLA Updates** (PP Manual pages 135-137)
- **LINKS Eligibility Criteria** (PP Manual pages 179-180)
- **Foster Care 18-21 Monthly Contacts** (page 221-222)

Next Steps:

To provide support and answer questions related to all HB612 policy changes, including the updates above, there is a live office hour scheduled for the following date. Please click on the links to register below:

- Monday, December 8th 11-12pm <https://register.gotowebinar.com/register/1303946475028804185>

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

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

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LOCATION: 1915 Health Services Way, Raleigh, NC 27607
MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2410
www.ncdhhs.gov • TEL: 919-527-6404 • FAX: 919-733-3052

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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 Child Welfare Operations
William "Ben" Rose, Lead Regional Director

CWS-80-25

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