



North Carolina Department of Health and Human Services
Division of Social Services

Beverly Eaves Perdue, Governor
Albert A. Delia, Acting Secretary

Sherry S. Bradsher, Director

Child Welfare Services Section
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Courier # 56-20-25 • Fax (919) 733-6924

August 1, 2012

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE SERVICES STAFF

SUBJECT: AUTOMATED CRIMINAL INFRACTION SYSTEM (ACIS) AND CIVIL CASE PROCESSING SYSTEM (VCAP) TRAINING

The North Carolina Division of Social Services would like to announce upcoming trainings on the Automated Criminal Infractions System (ACIS) and on the Civil Case Processing System (VCAP). The trainings will be conducted by Administrative Office of the Court (AOC) staff and are designated solely for the staff of the county departments of social services.

Please note that county staff have access to the ACIS and VCAP systems twenty-four hours a day, seven days a week. The Division strongly recommends that criminal background checks be completed on all individuals sixteen years or older residing within the home, especially in those cases where there are concerns of family violence or concerns regarding social worker safety. For these reasons, the Division has contracted with AOC to train key child welfare staff, including after-hours staff on these two information systems. North Carolina's child welfare policy related to the use of ACIS and VCAP can be found on page 7 of Chapter VIII; Section 1408 located at:

<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/cs1408.pdf>.

The dates, times, and locations of these trainings can be found at <http://www.nccourts.org/training/documents/cstrainingschedule.pdf>. The pertinent trainings related to ACIS and VCAP are number two and number forty-five on this list.

Classes with less than two participants will be cancelled. Staff will need register for the trainings by contacting Willa Moyer at willa.e.moyer@nccourts.org. **The electronic link offered on the website will not work for counties to register.** If there are additional questions about these course offerings, Ms. Moyer can be reached at 919-890-1366. If you have any questions regarding the completion of background checks on household members, please contact your Children's Program Representative or a consultant with the Child Welfare Policy Team at 919-733-4622.

Sincerely,

A handwritten signature in cursive script that reads "Kevin Kelley".

Kevin Kelley, Section Chief
Child Welfare Services

CWS-07-12

cc: Sherry S. Bradsher
Jack Rogers
Child Welfare Services Team Leaders