



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

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Wayne E. Black  
Division Director

June 15, 2013

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS AND CHILD WELFARE SUPERVISORS**

**SUBJECT: REVIEW OF THE IMPLEMENTATION OF THE ADMINISTRATIVE COST REVIEW FINDINGS**

The North Carolina Department of Social Services (NCDSS) is partnering with Public Consulting Group (PCG) on a follow up to the implementation of the Administrative Cost Review findings of 2011. See:

[http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/CWS\\_AL-04-12.htm](http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/CWS_AL-04-12.htm) PCG will review the candidacy documentation requirements that took effect September 1, 2012 to provide quality assurance and technical assistance to counties to ensure time reporting hits and documentation requirements meet federal and state guideline. Local DSS staff time will be required, counties that volunteer to be involved in these reviews will be asked to assist with the following:

- Data requests (pulling sample case plans, etc.)
- Provide space for PCG to spend 1-3 days on site
- Entrance conference and exit interview with program and fiscal staff
- Staff available to answer any questions that come up during the site visit.

A total of six counties will be selected. Pending the number of interested counties, the sample of counties will be based on:

- Size of County population (we will want a range of county capacity)
- Rate of cases referred to In-Home Services
- Eligibility (Penetration) Rate for In-Home cases using IV-E funds
- Use of a local automated system (ISSI, One Case, etc.)
- Local procedures developed to address the process related to claiming candidacy cases
- Schedule of availability

Although only 6 counties will be reviewed, the intent is to collect sufficient information so as to make statewide inferences and apply the results for all county trainings and technical assistance efforts.

Child Welfare Services

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)

Tel 919-733-3055 • Fax 919-334-1018

Location: Albemarle Building • 325 N. Salisbury Street • Raleigh, NC 27603

Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401

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If your agency is interested in participating in this exciting partnership please submit letter of interest to Jennifer Johnson by the close of business day on June 21, 2013. Letters can be submitted via e-mail to [Jennifer.Johnson@dhhs.nc.gov](mailto:Jennifer.Johnson@dhhs.nc.gov). Please include in your letter a description of the factors noted above.

If you should have any questions regarding this project and submission of letters please contact IV-E Coordinator Jennifer Johnson at 919-334-1139 or [Jennifer.Johnson@dhhs.nc.gov](mailto:Jennifer.Johnson@dhhs.nc.gov)

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large initial 'K'.

Kevin Kelley, Section Chief  
Child Welfare Services

**CWS--13**

cc: Wayne E. Black  
Jack Rogers  
Child Welfare Services Team Leaders