

**DSS ADMINISTRATIVE LETTER
CHILD WELFARE SERVICES CWS-AL-01-14**

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: FOSTER CARE & ADOPTION LICENSING SOCIAL WORKERS AND SUPERVISORS

DATE: JUNE 1, 2014

SUBJECT: NEW REQUIREMENTS FOR LICENSURE OF FOSTER APPLICANTS AND APPROVAL OF ADOPTIVE APPLICANTS

EFFECTIVE: IMMEDIATELY

Intent and Background:

Following a review conducted by the NC Office of the State Auditor, the North Carolina Division of Social Services (the Division) would like to highlight for county child welfare agencies a requirement that must be adhered to when licensing prospective foster parents and approving prospective adoptive parents. The NC Office of the State Auditor has advised the Division that it is insufficient for a county child welfare agency to indicate on submitted foster home licensing forms that a Responsible Individuals List (RIL) check has been completed. Proof of the RIL check must also be submitted to the Licensing and Regulatory Office located in Black Mountain, NC. This procedure is outlined below. Please note that this requirement does not pertain to private child-placing agencies as they submit the completed DSS-5268 with licensing transactions.

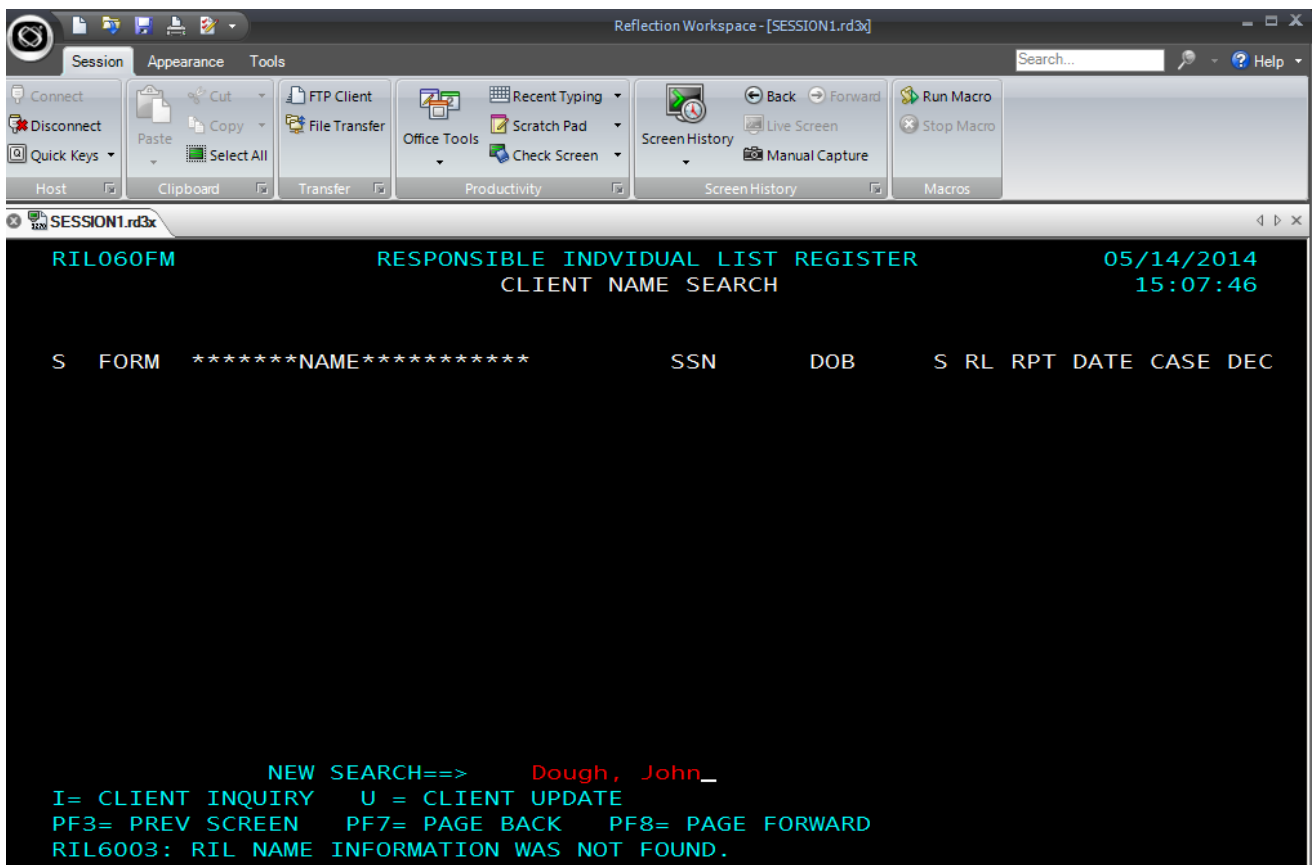
Instructions:

As part of foster parent licensure / adoptive parent approval process, the county child welfare agency must complete both a "Search by SSN" (RIL050FM) and a "Search by Name" (RIL060FM) on each perspective applicant using the RIL Register. The agency must then print out the results of each of these searches. Depending upon whether the search being conducted is for a prospective foster applicant or a prospective adoptive parent, the process following the printing varies:

- A. For prospective adoptive applicants, completed searches must be printed and retained by the county child welfare agency in the adoptive applicant's file.
- B. For prospective foster applicants, completed searches must be printed and submitted to the Black Mountain Foster Home Licensing Office as a part of the licensure packet. This applies to all foster home licensing transactions where an RIL check is required. Licensing packets that do not contain this information will be returned to the supervising agency.

The search results must be printed regardless of whether or not there are any findings. The printout automatically provides the date and the time that the search was conducted and provides documentation of the county's determination of eligibility on behalf of the State. This can be done by completing the search and then choosing to print using the printer icon at the top of the screen.

Please note the screenshot below; you will see the date and time stamp in the upper right corner.



Please contact the Licensing and Regulatory Office at 828-669-3388 if you have any questions.

Sincerely,

Kevin Kelley, Section Chief
Child Welfare Services

CC: Wayne Black
Hank Bowers
Kathy Sommese
Child Welfare Services Team Leaders