

CHILD PLACEMENT AND PAYMENT SYSTEM CHANGE NOTICE FOR MANUAL

Change Notice 04-05

To: County Director of Social Services
Manual: Child Placement and Payment System
Effective: August 1, 2005
Date: July 20, 2005
Re: Revised Manual and Form

As a response to various requests for information around Adoption Dissolutions, the status of Minor parents and their children, County to County transfer of cases, and how to terminate mis-keyed cases, the following changes have been made to the Child Placement and Payment System. All of the changes below were presented to, and approved by the North Carolina Association of County Directors of Social Services and are effective as of August 1, 2005. The changes are as follows:

Child Placement and Payment System and Manual Changes

Field 15 Adoption Status

This field is being updated to show whether or not a child with a previous adoption has had an adoption that has been dissolved

Adoption Dissolved A child who was previously adopted, including international adoptions, and enters Foster Care as a result of the court terminating the parents' rights or the parents' relinquishing their rights to the child.

If a child has been previously adopted (field 15.b), users will now be prompted to enter in whether or not the previous adoption has been dissolved (field 15.d).

Field 17- Is Client Parent

This field is being updated to show the number of children of a minor parent that actually live in the home with the minor parent

If a child is a parent (if Y is selected) users will now be prompted to put the number of children living in the home with the minor parent.

Field 19 Type of Authority

This field is being updated to reflect two distinct Transfer in from another North Carolina county codes, which will show whether custody is court ordered or if a voluntary placement agreement was filed.

Code 10- Transfer In From Another North Carolina County (Court Ordered Custody)

Code 11- Transfer In From Another North Carolina County (VPA)

Field 23 Termination Reason

This field is being updated in order to allow for administrative terminations due to erroneous reporting or data entry errors. The code for this field can only be keyed by state staff with a written request being made by county administrators.

Code 13- Other (Reserved for state staff use only)

In conjunction with the changes above, the DSS-5094 paper form and the Child Placement and Payment System manual has been updated to include changes to fields 15 and 17, and to add new codes to fields 19 and 23. There have been no changes to the fields or codes for the DSS-5095.

In the past, your agency has used the old ncr carbon forms to document turnarounds from the Division. Effective August 1, 2005 the DSS-5094 and DSS-5095 turnaround forms will be printed via a laser printer. An electronic version of the form is available at: <http://www.dhhs.state.nc.us/dss/forms/cw.htm>. Counties will receive 2 printed copies of the turnaround on white carbonless paper.

If you have any questions regarding these changes, please contact your CPR or staff with the Data Management Team at (919) 733-3801. We greatly appreciate your attention to this very important matter.

Sincerely,

Jo Ann Lamm, Chief
Family Support Child Welfare Services Section

JAL:mm

Attachments:

[CPPS Manual](#)
[DSS-5094](#)
[DSS-5095](#)