

DATE 09/29/2022

CHANGE NOTICE

CWS-CN-04-22

MANUAL: PERMANENCY PLANNING MANUAL & CROSS FUNCTIONS

CHANGE NO: CWS-CN-04-22

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

RE: REVISION TO POLICY

EFFECTIVE: IMMEDIATELY

INTENT: NOTIFICATION OF POLICY MANUAL UPDATES

The Permanency Planning Manual has been revised and policy updated to incorporate the below changes:

- Addition of non-discrimination policy
- Verification of Custody Letter protocol
- Clarification regarding the 7-day initial health screening appointment (DSS-5206)

The Cross Functions Manual has been revised and policy updated to incorporate the below changes:

- Addition of non-discrimination policy
- Verification of Custody Letter protocol
- Technical update to language for legal statuses

The following DSS forms are on the division's website:

- DSS-5133
- DSS-5133 instructions
- DSS-5135
- DSS-5760

These manuals can be located at <https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals>.

The DSS forms can be located at <https://policies.ncdhhs.gov/divisional/social-services/forms>.

Should you have questions regarding the policy change, please contact Jessica Frisina at Jessica.Frisina@dhhs.nc.gov.

Sincerely,

Carla McNeill

Carla McNeill, MSW
Section Chief for Permanency Planning
Division of Social Services, Child Welfare
North Carolina Department of Health and Human Services

Cc: Susan Osborne, Assistant Secretary for Human Services
Lisa Tucker Cauley, Senior Director of Child, Family and Adult Services
Adrian Daye, Deputy Director of Child Welfare Practice
Tammy Shook, Interim Deputy Director for County Operations
Kathy Stone, Section Chief for Safety and Preventions Services
Kimaree Sanders, Interim Section Chief for Regulatory and Licensing
Peter West, Section Chief for County Operations

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