

CHANGE NOTICE FOR MANUAL

DATE: DECEMBER 9, 2009

MANUAL: FAMILY SERVICES MANUAL, VOLUME I: CHILDREN'S SERVICES,
CHAPTER IV: CHILD PLACEMENT; SECTION 1201 RELATIVE
NOTIFICATION

CHANGE NO: 10-2009

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS & SUPERVISORS
CHILD WELFARE SOCIAL WORKERS

RE: POLICY RESULTING FROM FOSTERING CONNECTIONS TO SUCCESS AND
INCREASING ADOPTIONS ACT OF 2008; RELATIVE NOTIFICATION POLICY

EFFECTIVE: IMMEDIATELY

I. BACKGROUND / CHANGE INTENT

On October 7, 2008, the Fostering Connections to Success and Increasing Adoptions Act of 2008 ([Public Law 110-351](#)) was signed into law. DSS [Administrative Letter CWS-02-09](#) dated March 17, 2009 was developed to bring North Carolina in compliance with the provisions outlined in the federal legislation. One provision of the legislation is to ensure relatives are given opportunities to participate in the care and planning of children under the responsibility of state and local child welfare agencies. The attached policy to this letter updates the Family Services Manual with this portion of the legislation and expands upon the administrative letter to give practice guidance as it relates to relative notification. Additionally, three new sample forms were developed and added to the DSS on-line forms directory to assist county Departments to comply with the new legislation. Children Services Committee of the North Carolina Association of County Directors of Social Services approved these changes on August 12th, 2009.

II. SIGNIFICANT CHANGES

Family Services Manual: Volume I; Chapter IV, Section 1201 on "Placement Decision Making" has been updated with a new policy section, "Relative Notification".

This policy instructs county Departments about the federal mandate to provide written and verbal notification to relatives of children who have been placed into the care and custody of the Department. Included within the new policy section are links to the suggested forms, Relative Letter (DSS- 5317), Relative Interest Form (DSS-5316), and Relative Search Information (DSS-5318) to assist county Departments with compliance of this legislation. Additionally, references and links to the new policy on relative notification have been added, where applicable, in Section 1201 and in Chapter VIII; Sections 1408 and 1412.

Please ensure that all staff members who have child welfare responsibility are provided copies of this material or can access it via the NCDSS web site. The Division of Social Services on-line manual web address is:

<http://info.dhhs.state.nc.us/olm/manuals/default.aspx>.

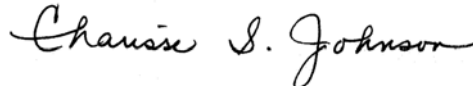
III. INSTRUCTIONS:

Obsolete	Utilize
North Carolina Family Services Manual: Volume I; Chapter IV; Section 1201 (Rev. 05-2008) and Chapter VIII; Section 1408 (Rev. 05-2008) and Section 1412 (Rev. 09-2008).	North Carolina Family Services Manual: Volume I; Chapter IV; Section 1201 (Rev. 12-2009) and Chapter VIII; Section 1408 (Rev. 12-2009) and Section 1412 (Rev. 12-2009).

These revisions to the manual are being sent via e-mail and will be posted on-line only. Hardcopies of this new policy and of this form will not be mailed to county Departments of Social Services.

Should you have any questions regarding these changes, please contact your Children's Program Representative or the Child Welfare Policy and Consultation Team at (919) 733-4622.

Sincerely,



Charisse Johnson, Chief
Child Welfare Services

cc: Sherry Bradsher
Jack Rogers
Hank Bowers
Sarah Barham
Family Support and Child Welfare Team Leaders
Children's Programs Representatives
Local Business Liaisons