DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Directors, Program Managers, and Child Welfare Professionals


REQUIRED ACTION: TIME SENSITIVE

PURPOSE / BACKGROUND
The federally approved Program Improvement Plan required that the child welfare policy manual be revised to improve clarity of language and best practice that improves safety outcomes. During the revision of policy, the structure of the manual was also revised. The restructuring of the manual has been referred to as the 'Modified Manual' and until now did not include all chapters and section. The remaining chapters and sections of the manual have now been incorporated into the 'modified' format. Therefore, the manual will no longer carry the moniker 'modified'. The official site for manuals is located at https://www2.ncdhhs.gov/info/olm/manuals/dss/ and the manual will reside here.

The blending in of all sections and chapters into one manual will have a different look and feel on the website. The current manual structure on the website looks like this:

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<table>
<thead>
<tr>
<th>Manuals</th>
<th>Admin Update</th>
<th>Change Notice Update</th>
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<tbody>
<tr>
<td>Adult Services</td>
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<tr>
<td>Child Support Services</td>
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<tr>
<td>Child Welfare</td>
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<td>10/04/2018</td>
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<tr>
<td>Chapter I: Intensive Family Preservation Services</td>
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<td>Chapter II: Time-Limited Family Reunification Services</td>
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<td>Chapter III: 1201 Child Placement Services</td>
<td>02/14/2012</td>
<td>08/30/2018</td>
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<td>Chapter IV: Child Placement and Payment System</td>
<td>02/05/2014</td>
<td>04/18/2019</td>
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<td>Chapter V: Jurisdiction in Child Welfare</td>
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<td>Chapter VI: Adoption Services</td>
<td>11/01/2010</td>
<td>12/17/2010</td>
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<td>Chapter VII: Child and Family Team Meetings</td>
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<td>Chapter VIII: Protective Services</td>
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<td>Chapter IX: Drug Endangered Children</td>
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<td>12/22/2016</td>
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<tr>
<td>Chapter X: The Juvenile Court and Child Welfare</td>
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<td>08/02/2017</td>
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<td>Chapter XI: Interstate/Intercounty Services for Children Manual</td>
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<td>Chapter XII: Pregnancy Services</td>
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<td>Chapter XIII: Child Welfare Funding Manual</td>
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<tr>
<td>Foster Home Licensing Manual</td>
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<tr>
<td>Modified Manual</td>
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Moving forward the manual page will reflect the new structure under child welfare:

**Manuals**

- Adult Services
- Child Support Services
- Child Welfare
  - Purpose, Philosophy, Legal Basis and Staffing
  - CPS Intake
  - Assessments
  - In-Home Services
  - Permanency Planning
  - Adoptions
  - Interstate Compact on the Placement of Children
  - Foster Home Licensing Manual
  - Child Fatality Prevention and Review
  - Cross Function

Appendix 1, CPS Data Collection
Appendix 2, CPPS Manual
Appendix 3.1 Child Welfare Funding - Overview
Appendix 3.2 Child Welfare Funding - Child Welfare Funding
Appendix 3.3 Child Welfare Funding - Prevention Funding
Appendix 3.4 Child Welfare Funding - CPS
Appendix 3.5 Child Welfare Funding - Foster Care
Appendix 3.6 Child Welfare Funding - Adoption Assistance
Appendix 3.7 Child Welfare Funding - Guardian Assistance Payments
Appendix 4 Pregnancy Services
Appendix 5 Case Records
Appendix 6 Best Practice for Social Worker Well-Being

This change will be implemented July 29, 2019.

DHHS has made a commitment to have an on-going and structured process for counties to provide feedback on policy. This process continues to be developed and more information will be forthcoming.

Should you have any questions regarding the implementation of the manual, please contact your assigned Children’s Program Representative (CPR).

Sincerely,

Michael Becketts
Sr. Director for Policy & Planning
Cc:
Lisa T. Cauley, Deputy Director, Division of Social Services
Kristin O'Connor, Section Chief, Child Welfare Policy and Programs
Teresa Strom, Section Chief, County Operations
Jennifer Oshnock, Program Monitoring Team Manager
Kathy Dobbs, Program Manager, Staff Development, Team Manager

Attachment: Guide to navigating the CW manual

CWS 22-2019