November 22, 2006

Dear County Director of Social Services

Attention: Children's Services Supervisors
Children's Services Social Workers

Effective Date: Immediately

Subject: Changes to Forms

This letter is to notify Child Welfare staff of recent changes to many of our forms. These changes include revisions to some forms, translations into Spanish, and removal of some forms that are now obsolete.

The changes are as follows:

Revisions:  
- **DSS-1808** Report on Proposed Adoption (Now available in Word and Excel upon request to dssweb@ncmail.net.)
- **DSS-5012** Adoption Assistance Eligibility Checklist (Change in Federal Policy)
- **DSS-5120** Determination of Eligibility/Foster Care (Policy Clarifications)
- **DSS-5242** Visitation Plan (Additional Information)
- **DSS-6187i** Instructions for Completing Application for State Maternity Fund DSS-6187 (New Instructions)

Translations:  
- **DSS-5012sp** Adoption Assistance Eligibility Checklist
- **DSS-5133sp** You Don't Have to be Perfect to be a Perfect Parent
- **DSS-5201sp** Understanding Foster Care: A Handbook for Parents
- **DSS-5240sp** Out of Home Family Services Agreement
- **DSS-5242sp** Visitation Plan
- **DSS-6187sp** Application for State Maternity Funds

Please note  
The DSS-5133 and DSS-5201 are not online and must be ordered from the forms warehouse.

Obsolete:  
- **DSS-5128** Visitation Plan (Duplication - See DSS-5242)
- **DSS-5128sp** Visitation Plan (Duplication - See DSS-5242sp)

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If you have any questions about these changes, please contact Thomas Smith, program consultant with the Family Support and Child Welfare Services Section at thomas.smith@ncmail.net or (919) 733-9465.

Sincerely,

[Signature]

Esther High, Acting Chief
Family Support and Child Welfare Services Section

cc: Sherry Bradsher
    JoAnn Lamm
    Children’s Program Representatives
    Work First Representatives
    Family Support and Child Welfare Services Team Leaders

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