



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for  
Human Services

April 20, 2022

## CHANGE NOTICE

**MANUAL:** PERMANENCY PLANNING MANUAL

**CHANGE NO:** CWS-CN-02-22

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

**RE:** REVISION TO POLICY AND GUIDANCE

**EFFECTIVE:** IMMEDIATELY

**INTENT:** NOTIFICATION OF POLICY MANUAL UPDATE

The Permanency Planning Manual has been updated and policy revised to incorporate the following required changes in response to House Bill 769 Session Law 2021-144:

- Addition of the Foster Parents' Bill of Rights throughout the manual

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

- Consistency throughout the policy manual regarding the protocol for Child and Family Team (CFT) meetings with clarifying guidance.
- Addition of a hyperlink to Appendix 3.5 Child Welfare Funding-Foster Care under the IV-E Eligibility Determination Process for Foster Care 18-21.

The above changes have been made in the Permanency Planning Manual. This manual can be located at <https://policies.ncdhhs.gov/divisional/social-services/child-welfare/policy-manuals>. Should you have questions regarding the Foster Parents' Bill of Rights, please contact Mary Torr at [mary.torr@dhhs.nc.gov](mailto:mary.torr@dhhs.nc.gov). All other questions regarding the policy changes should be directed to Margaret Knight at [margaret.knight@dhhs.nc.gov](mailto:margaret.knight@dhhs.nc.gov).

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2410 Mail Service Center, Raleigh, NC 27699-2410  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6340 • FAX: 919-334-1123

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Sincerely,

*Kimaree Sanders*

Kimaree Sanders, MSW, MPA  
Interim Section Chief for Regulatory and Licensing  
Division of Social Services, Child Welfare  
North Carolina Department of Health and Human Services

Cc: Susan Osborne, Assistant Secretary for County Operations  
Lisa T. Cauley, Senior Director of Child, Family and Adult Services  
Tammy Shook, Interim Deputy Director for County Operations  
Adrian Daye, Deputy Director of Child Welfare Practice  
Kathy Stone, Section Chief for Prevention and Safety  
Carla McNeill, Section Chief for Permanency Planning

CWS-CN-02-22