

## CHANGE NOTICE FOR MANUAL

### CHANGE NUMBER 01-2017

**DATE:** January 23, 2017

**MANUAL:** Child Placement and Payment System

**TO:** County Directors of Child Welfare Agencies

**ATTENTION:** Child Welfare Staff

**RE:** Revision of the Child Placement and Payment Manual

**EFFECTIVE:** Immediately

#### I. BACKGROUND / CHANGE INTENT

Foster Care 18 to 21 and Guardianship Assistance Program (GAP) became effective January 1, 2017. Both programs are authorized under Fostering Connections to Success and Increasing Adoptions Act of 2008 and state legislation (Session Law 2015-241). These programs allow North Carolina to receive Title IV-E reimbursement for costs when eligibility has been determined.

Foster Care for 18 to 21 provides young adults to remain in foster care up to age 21. The program policy was released on December 1, 2016 and can be found in 1201 - Child Placement Services manual, new section XII. Foster Care 18 to 21 Services for Young Adults

(<https://www2.ncdhhs.gov/info/olm/manuals/dss/csm-10/man/CSs1201c12.pdf>).

Guardianship Assistance provides funding for the financial support of youth who are determined to be in a permanent family setting, eligible for legal guardianship, and otherwise unlikely to obtain permanency.

GAP policy was released on December 15, 2016 and can be found in Chapter XIII: Child Welfare Funding Manual, New Section 1700 – Guardianship Assistance

(<https://www2.ncdhhs.gov/info/olm/manuals/dss/csm-78/man/Section%201700.pdf>).

County Departments of Social Services were provided the opportunity to learn about both Foster Care 18 to 21 and GAP and prepare for implementation through a series of regionally-based meetings facilitated by the Children’s Program Representatives which occurred between November and December 2016. An additional training opportunity was provided in partnership with the Jordan Institute for Families at the University of North Carolina at Chapel Hill via a webinar which occurred on December 13, 2016. This webinar was recorded and can still be accessed through [www.ncswlearn.org](http://www.ncswlearn.org) under the “Webinars” tab.

The Child Placement and Payment System (CPPS) is being updated to incorporate several changes needed for implementation of the Foster Care 18 to 21 Program and GAP. These changes will be implemented in two phases. This change incorporates the first phase, which includes changes to the DSS-5095 portion of CPPS to allow the changes needed for the implementation of Extended Adoption Assistance, Guardianship Assistance, and Extended Guardianship Assistance. The DSS-5095 has been updated as well, and the updated version is posted on the forms webpage.

## II. SPECIFIC CHANGES INCLUDED

- Section I – The Child Placement and Payment System Manual (CPPS), Subsection E – Reimbursement Request Deadlines (pg. 3)
  - DSS-5095 (Adoption Assistance Vendor Payments) has been renamed “Adoption/Extended Adoption Vendor Payments”
  - DSS-5095 (Adoption Assistance Cash Payments) has been renamed “Adoption/Guardianship Assistance, Extended Adoption/Guardianship Assistance Cash Payments”
- Section VI – DSS-5095 Form – Design and Function, Subsection C – Payment Information (pg. 41)
  - Field 15 has been renamed “Date of Petition/Sanctioned Guardianship” and the instructions revised to include Guardianship.
  - Field 16 (Date of Final Order) has been revised to include Guardianship in the instructions
  - Field 18 has been renamed “From (Adoption/Guardianship Assistance Agreement)” and the instructions revised to include Guardianship.
  - Field 19 has been renamed “Through (Adoption/Guardianship Assistance Agreement)” and the instructions revised to include Guardianship.
  - Field 20 has been renamed “Non-Recurring Adoption/Guardianship Costs” and the instructions revised to include Guardianship
    - Reimbursement Request Deadlines have been renamed “Adoption/Extended Adoption Vendor Payments” and “Adoption/Guardianship Assistance, Extended Adoption/Guardianship Assistance Cash Payments”
  - Field 21 (Medical Vendor) has been revised to remove the word “adoptive.”
  - Field 22 (Therapeutic Vendor) has been revised to remove the word “adoptive.”
  - Field 23 (Funding Source) has been revised to reference Field 20 (Non-Recurring Adoption/Guardianship Costs) by the updated name, and to change the title of the state staff from whom to request corrections to “Adoptions/Guardianship Program Coordinator.”
  - Field 24 (Monthly Amount) has been revised to change the title of the state staff from whom to request retroactive payments to “Adoptions/Guardianship Program Coordinator.”
  - Field 25 (Beginning Payment Date) has been revised to include guardianship in the instructions.
  - Field 26 (Funding Source) has been revised to include a table with the new codes for Guardianship, Extended Adoption Assistance, and Extended Guardianship Assistance
  - Field 27 (Reason Cash Payment Termination) has been revised to remove the word “adoptive” from the instructions, add an additional code to indicate termination due to the child reaching age 21, and to include “guardians” in the description of values 2, 3 and 4.
  - Field 28 (Date Cash Payment Terminated) has been revised to remove the word “adoptive.”
  - Field 29 (Criminal Records Check) has been revised to include guardianship in the instructions.

**III. INSTRUCTIONS**

1. Go to the Child Placement and Payment System Manual website at:  
<https://www2.ncdhhs.gov/info/olm/manuals/dss/csm-15/man/>

<b>REMOVE</b>	<b>INSERT</b>
<b>Child Placement and Payment System Manual (September 2015) page 3</b>	<b>Child Placement and Payment System Manual (January 2017) page 3</b>
<b>Child Placement and Payment System Manual (September 2015) pages 41-45</b>	<b>Child Placement and Payment System Manual (September 2015) pages 41-45</b>

If you have any questions related to the implementation of the Foster Care 18 to 21, or Guardianship Assistance (GAP) programs and policies, please contact the Child Welfare Policy team at (919) 527-6340.

Questions regarding the operation of the Child Placement and Payment System (CPPS) changes should be addressed to the Performance Management Section at (919) 527-6260.

Sincerely,



Kevin Kelley, Section Chief