

## CHANGE NOTICE FOR MANUAL

CHANGE NUMBER 01-2014

**DATE:** May 1, 2014

**MANUAL:** CHILD WELFARE SERVICES - FOSTER HOME LICENSING

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES AND DIRECTORS OF CHILD PLACING AGENCIES

**ATTENTION:** CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, AND WORKERS; ALL FOSTER HOME LICENSING WORKERS

**RE:** AMMENDMENTS TO THE FOSTER HOME LICENSING MANUAL TO INCLUDE: TABLE OF CONTENTS; CHAPTER VII, SECTION .1100; CHAPTER VIII-MISCELLANEOUS

**EFFECTIVE:** IMMEDIATELY

### I. BACKGROUND | CHANGE INTENT

The Foster Home Licensing Manual was issued July 1, 2012 (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-94/man/>). Revisions have been made to clarify guidance related to Quarterly Visits by Foster Home Licensing Social Workers and Citizenship Status of Foster Parent Applicants. References to the Supplemental Guide to Foster Home Licensing have been deleted.

### II. SPECIFIC CHANGES

#### A. Table of Contents

- Chapter VIII Miscellaneous, Item F Supplemental Guide to Foster Home Licensing is deleted.
- Chapter VIII Miscellaneous, Item I Citizenship Status of Foster Parents is added.

#### B. VII Section .1100

- Pages 57-59 clarification related to Quarterly Licensing Visits is provided.

#### C. VIII Miscellaneous

- Page 7, Remove Item F Supplemental Guide to Foster Home Licensing.
- Page 7, Item I is included to provide guidance related to the Citizenship Status of Foster Parents.

### III. INSTRUCTIONS

Please note the above changes to the Foster Home Licensing Manual (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-94/man/>) and begin using the revised manual immediately.

Questions related to the Foster Home Licensing Manual should be directed to the Licensing Authority Program Consultants at 828-669-3388.

<b>OBSOLETE</b>	<b>USE</b>
<b>NORTH CAROLINA DIVISION OF SOCIAL SERVICES</b>	<b>NORTH CAROLINA DIVISION OF SOCIAL SERVICES</b>
<b>FOSTER HOME LICENSING MANUAL (CHANGE 02-2012 EFFECTIVE MARCH 2013)</b>	<b>FOSTER HOME LICENSING MANUAL (CHANGE 01-2014)</b>

Sincerely,

Kevin Kelley, Section Chief

cc: Wayne Black  
 Jack Rogers  
 Hank Bowers  
 Kathy Sommese  
 Child Welfare Team Leaders  
 Local Business Liaisons