

**CHANGE NOTICE FOR MANUAL**

**DATE:** February 2, 2009

**MANUAL:** Family Services Manual, Volume 1: Children's Services; Chapter VII: Child and Family Team Meetings

**CHANGE NO.:** 01-2009

**TO:** County Directors of Social Services

**ATTENTION:** Child Welfare Program Managers and Supervisors and Child Welfare Social Workers

**RE:** CFT Meeting Policy Including CFT Documentation Instrument (Attachment 1)

**EFFECTIVE:** February 8, 2009

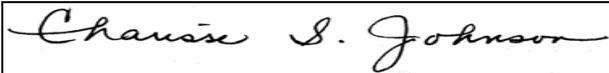
Attached to this notice is the updated Child and Family Team Meetings chapter (Chapter VII) to replace the existing chapter found in the Children's Services section of the Family Services Manual. This policy has been updated solely to include the Child and Family Team Meeting Documentation Instrument (Attachment 1). The completion of this instrument will be required to document every Child and Family Team meeting held on or after February 28, 2009. Please note that other than the inclusion of the CFT Meeting Documentation Instrument, *there are no other changes to this policy with this revision.* The inclusion of the CFT Meeting Documentation Instrument was approved at the January 2009 Children's Services Committee of the North Carolina Association of County Directors of Social Services.

This revision to the Chapter VII is being sent only via e-mail and will be posted on-line only – there will be no forthcoming hardcopy mailed to counties. Please ensure that all staff members who have child welfare responsibility are provided copies of this material or can access it via the NCDSS web site. The Division of Social Services on-line manual web address is: <http://info.dhhs.state.nc.us/olm/manuals/dss>.

Should you have any questions regarding these changes, please contact you Children's Program Representative or a member of the Child Welfare Policy Consultation Team at (919) 733-4622.

Instructions:

Remove	Insert
Chapter VII: Child and Family Team Meetings (revised July 2008)	Chapter VII: Child and Family Team Meetings including Attachment 1 – Child and Family Team Meetings Documentation Instrument (revised December 2008)

Sincerely,

Charisse Johnson, Chief
Child Welfare Services

CSJ:rpb

Attachments:

Family Services Manual; Volume I: Children's Services; Chapter VII: Child and Family Team Meetings  
Attachment 1 – Child and Family Team Meeting Documentation Instrument