

## **CHANGE NOTICE FOR MANUAL**

### **CHANGE NUMBER 05-2013**

**DATE:** OCTOBER 15, 2013

**MANUAL:** CHILD WELFARE SERVICES MANUAL: CHAPTER VIII - CHILD PROTECTIVE SERVICES; SECTION 1427 - RESPONSIBLE INDIVIDUALS LIST

**TO:** COUNTY DIRECTORS OF CHILD WELFARE AGENCIES

**ATTENTION:** CHILD WELFARE STAFF AND ATTORNEYS

**RE:** REVISION OF SECTION 1427

**EFFECTIVE:** IMMEDIATELY

### **I. BACKGROUND | CHANGE INTENT**

This policy change addresses changes to Chapter VIII, Section 1427: Responsible Individuals List. Recent legislative changes have resulted in changes to statutes that affect this section of policy.

The most important change to note is that perpetrators who you wish to place on the RIL must have their judicial review heard within 45 days of the day that they filed the Petition for Judicial Review with the clerk of court. Perpetrators are still only given 15 days from the time that they are given notice that they are being placed on the RIL until the time that they must file the Petition for Judicial Review. Division staff are interpreting this to mean "business days", and not "calendar days". This change was effective October 1, 2013.

Another important change is that as of October 1, 2013 Juvenile Petitions will no longer be used to determine an Individual's placement on the RIL. Therefore, Fields 19-23 on the DSS-5104a (<http://info.dhhs.state.nc.us/olm/forms/dss/dss-5104a.pdf>) will no longer be used. To allow time for keying DSS-5104a forms completed prior to October 1, 2013, those fields will continue to remain available for entry. However, an edit will be placed in the system so that the record may only be saved if the entry in Field 23 (Date Adjudication Order Signed) is prior to October 1, 2013.

Please see Administrative Letter CWS-AL-03 -13 (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/>) for more information on the specific language and guidance that is used in the revised statute.

### **II. SPECIFIC CHANGES**

- Language has been changed to reflect the new timeframe that the clerk of court is given to schedule an appeal for a perpetrator who has asked for a Petition for Judicial Review.

- Fields 19-23 on the DSS-5104a have been removed. This is addressed in policy.
- Information on expunction has been removed.
- Information has been added to help the reader discern the Central Registry from the RIL.
- Language changes that do not affect the actual document have been made.

**III. INSTRUCTIONS**

Please note the above changes to Child Welfare Services Manual Chapter VIII; Section 1427 (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1427.pdf>) and begin using the revised manual beginning October 15, 2013.

Questions related to Section 1427 or general RIL questions should be directed to Antonia Zimmer, Policy Consultant, at 919-527-6349 or [antonia.zimmer@dhhs.nc.gov](mailto:antonia.zimmer@dhhs.nc.gov).

OBSOLETE	USE
<p><b>NORTH CAROLINA DIVISION OF SOCIAL SERVICES</b></p> <p><b>CHILD WELFARE SERVICES MANUAL</b></p> <p><b>CHAPTER VIII: 1427</b></p> <p><b>RESPONSIBLE INDIVIDUALS LIST (CHANGE 04-2013)</b></p>	<p><b>NORTH CAROLINA DIVISION OF SOCIAL SERVICES</b></p> <p><b>CHILD WELFARE SERVICES MANUAL</b></p> <p><b>CHAPTER VIII: 1427</b></p> <p><b>RESPONSIBLE INDIVIDUALS LIST (CHANGE 09-2013)</b></p>

Sincerely,



Kevin Kelley, Section Chief

cc: Wayne Black  
 Jack Rogers  
 County Child Welfare Agencies