

## CHANGE NOTICE FOR MANUAL

**DATE:** September 28, 2010

**MANUALS  
AFFECTED:** FAMILY SERVICES MANUAL, VOLUME I; CHILDREN'S SERVICES,  
CHAPTER XIII – CHILD WELFARE FUNDING MANUAL, SECTION 1600  
ADOPTION ASSISTANCE

**CHANGE NO:** 04-2010

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

**ATTENTION:** CHILD WELFARE PROGRAM MANAGERS & SUPERVISORS  
CHILD WELFARE SOCIAL WORKERS

**RE:** REVISION OF CHAPTER XIII, SECTION 1600 ADOPTION ASSISTANCE,  
CHILD WELFARE FUNDING MANUAL (XII. VENDOR PAYMENTS TO  
MEDICAL OR THERAPEUTIC PROVIDERS)

**EFFECTIVE:** OCTOBER 1, 2010

### **I. BACKGROUND**

The policy on Adoption Vendor Payments is being revised to clarify requirements for approval and to provide a step by step process to utilize in making approvals. The new policy stresses that vendor payments are solely intended to pay for services or treatment that address the adopted child's indentified special needs. They are not intended to supplement the normal and usual costs of raising children.

**These revisions to the manuals are being sent to you via e-mail and will only be posted on-line.**

### **II. SIGNIFICANT CHANGES**

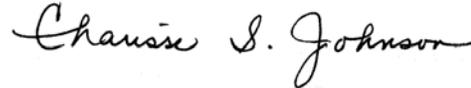
The policy clarifies that approvals must be made annually and provides a step by step process to make decisions on those annual approvals. It also specifies that documentation is not sufficient if it is solely from the provider of the service or treatment. The new policy also clarifies that meeting the educational needs of adopted children is the responsibility of the local education authority and as a result, vendor payment requests for educational needs in general should clearly document that the local educational agency is unable to meet that need.

### III. INSTRUCTIONS

Should you have any questions regarding these changes, please contact your Children's Program Representative or Thomas Smith at [thomas.smith@dhhs.nc.gov](mailto:thomas.smith@dhhs.nc.gov) or 919-334-1089.

Obsolete:	Insert:
Remove <b>only</b> Section 1600; XII. VENDOR PAYMENTS TO MEDICAL OR THERAPEUTIC PROVIDERS OF MANUAL (Change Notice 08-2009)	Insert new Section 1600; XII. VENDOR PAYMENTS TO MEDICAL OR THERAPEUTIC PROVIDERS OF MANUAL (Change Notice 04-2010)

Sincerely,



Charisse Johnson, Chief  
Child Welfare Services

cc: Sherry Bradsher  
Jack Rogers  
Hank Bowers  
Kathy Sommese  
Child Welfare Team Leaders  
Local Business Liaisons