

CHANGE NOTICE FOR MANUAL

DATE: MARCH 16, 2011

MANUAL: CHILD PLACEMENT AND PAYMENT SYSTEM MANUAL

CHANGE NO: 01-2011 (REISSUE)

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

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

RE: COMPLETING THE DSS-5094 FORM, FIELD 19 PLACEMENT AUTHORITY
AND FIELD 55 FUNDING SOURCE CODES

EFFECTIVE: IMMEDIATELY

I. BACKGROUND OF REISSUANCE

On 02-28-2011, the Division issued via e-mail a Change Notice (CWS-CN-01-2011) involving changes to the [Child Placement and Payment System \(CPPS\)](#) manual for updating the [DSS-5094](#) for clients entering into a Contractual Agreement for Residential Services (CARS) upon turning 18 years of age. The Division has become aware that the policy changes issued with that Change Notice are not aligned with the CPPS manual currently on-line.

In order to insure that the updated DSS-5094 data entry related to the CARS policy is transmitted correctly, the Division is reissuing Change Notice CWS-CN-01-2011 with an effective date of 03-15-2011 and the entire CPPS manual with a revision date of 03-01-2011. This reissuance insures the updated policy aligns with existing CPPS policy. Please note that, other than CARS related data entry, no other current CPPS policies have changed with this reissuance. Please insure that all staff have access to the most recent revision of the CPPS manual.

II. GENERAL

This Change Notice transmits revisions to the CPPS manual, Part III – Completing the DSS-5094 form.

III. SPECIFIC CHANGES

Section III – Completing the DSS-5094 Form

When a client enters into a Contractual Agreement for Residential Services (CARS), upon turning 18 years old AND CONTINUING in care, then the DSS-5094 shall terminate on that date and a new DSS-5094 shall be opened the next calendar day. “Type of Authority” (Field 19) shall be entered as CARS (Code 9) and *State Foster Home Funds* (STATE) box shall be checked for “Funding Source” (Field 55). Reimbursement will not be allowed if any other funding code (such as IV-E or TEA) is selected for Field 55.

IV. INSTRUCTIONS

OBSOLETE	USE
Child Placement and Payment System (CPPS) Manual (Rev. 10-01-2007)	Child Placement and Payment System (CPPS) Manual (Rev. 03-01-2011)

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

Should you have any questions regarding these changes, please contact Danielle McConaga with the Policy Consultation Team at (919) 334-1110 or at danielle.mcconaga@dhhs.nc.gov.

Sincerely,



Kevin Kelley, Interim Chief
Child Welfare Services

cc: Sherry Bradsher
Jack Rogers
Hank Bowers
Sarah Barham
Child Welfare Team Leaders
Children's Programs Representatives
Local Business Liaisons