**Delegation of Authority**

**Carteret County Consolidated Human Services**

**Social Services Department**

**Introduction**

North Carolina General Statute §153A-77(e) provides that the human services director or the director’s designee shall have the same powers and duties as a social services director as set out in North Carolina General Statute §108A-14. It is not practical or feasible for the Consolidated Human Services Director or the Director’s designee, the Deputy Director of the Social Services Department, to directly perform all of the outlined responsibilities. The statute allows the Director or director’s designee to delegate to one or more members of their staff the authority to act as their representative.

This document is to expressly delegate the authority, set out in North Carolina General Statute §153-77(e) and North Carolina General Statute §108A-14, by Cindy P. Holman, Consolidated Human Services Director for Carteret County (hereinafter, “Director”), to Clinton W. Lewis, Deputy Director of the Social Services Department (hereinafter, “Deputy Director”), and also by Clinton W. Lewis to employees of the Carteret County Department of Social Services , (hereinafter, “Department”) in his absence or unavailability for specific duties/tasks and decision making (as indicated below):

***When authority has been delegated to sign for the Consolidated Human Services Director or Deputy Director of the Social Services Department, the authorized signer should sign their own name and title, along with “as Director’s Designee.”***

**Section I – Children’s Services**

The purpose of this section is to delegate authority regarding the tasks, duties, and responsibilities of the Consolidated Health and Human Services Director and Deputy Director of the Social Services Department in the area of Children Services. The Director and Deputy Director delegate the following:

* Children’s Services social workers and on-call social workers, as indicated by their classification employee title, within their regular job responsibilities, have authority on a routine and ongoing basis to:
* Investigate reports of child abuse, neglect and dependency and take appropriate action to protect children, including the filing and signing of petitions/motions;
* File and execute petitions/motions for termination of parental rights and to accept service of petitions/motions for termination of parental rights filed by Guardian Ad Litem or others on behalf of minor children in the Department’s legal custody;
* Consent for routine medical/mental health treatment for children in the Department’s custody;
* Complete foster home relicensing, terminations, and change requests;
* Sign verification of TPR Petition/Motion forms;
* Execute voluntary placement agreements pursuant to N.C.G.S. §108A-48
* File foster home licensing waivers (including educational waivers for foster parents); and
* Execute CARS agreements and Emancipation Plans.
* Children’s Services supervisors, as indicated by their employee classification title, have the authority, on a routine and ongoing basis to:
* Accept relinquishments for adoption, as well as, revocation of relinquishments for adoption;
* Execute voluntary placement agreements;
* Sign Inter-County Agreement on the Placement of Children;
* Sign verification of TPR Petition/Motion forms; and
* Execute Adoption Assistance forms and agreements.
* In the absence of the Deputy Director of the Social Services Department and the inability to contact him by phone and the inability to contact the Consolidated Director of Carteret County Human Services, the Social Work Program Manager and/or supervisors (in absence of Program Manager) are authorized to make decisions consistent with applicable policy and are authorized to sign:
* Consent for surgery for children in the Department’s Custody;
* Sign report on proposed adoption;
* Make application for social security benefits on behalf of children in the Department’s custody; and
* Consent for children in the Department’s custody to travel out of state.
* **The following is not delegated:**
* To authorize removal of someone from the Child Protective Services Responsible Individuals List.

**Section II – Adult Services**

The purpose of this section is to delegate authority regarding the tasks, duties, and responsibilities of the Consolidated Health and Human Services Director and Deputy Director of the Social Services Department in the area of Adult Services. The Director and Deputy Director delegate the following:

* The Adult Services social workers and on-call social workers, as indicated by their employee classification title, have authority, on a routine and ongoing basis, to perform essential adult services tasks including, but not limited to:
* Investigate reports of elder abuse, neglect or exploitation.
* File adult protective services and guardianship petitions, motions to modify guardianship, and other motions relating to adult services.
* Sign documents as designee of the Deputy Director for individuals whom the Director or Deputy Director is Guardian: (sign own name and title, “Deputy Director’s designee.”):
* Consent for minor surgery and non-invasive medical procedures, after consultation with the Adult Services Supervisor;
* Approve care plans;
* Consult with physicians, dentists and specialists;
* Refer to and participate in service programs;
* Admit individuals to facilities, group homes and treatment facilities (with exception of payment negotiations);
* Make application and complete reviews for SSA payees; and
* File guardianship/appointment forms (including qualifying with the Clerk of Court). When the Department is named as guardian, the guardian listed on the letter of appointment should be “Deputy Director of Social Services” with the agency name and address.
* The Social Work Program Manager has the authority, on a routine and ongoing basis to:
* Consent for adult Wards to travel out of state, and
* Make arrangements for unclaimed bodies.
* In the absence of the Deputy Director of the Social Services Department and inability to reach him by phone and the inability to reach the Consolidate Human Services Director of Carteret County, the Social Work Program Manager is authorized to make decisions consistent with applicable policy and to sign:
* Do Not Resuscitate (DNR) orders and/or make decisions to withhold life-sustaining measures in accordance with policy for individuals for whom the Director or Deputy Director is Guardian. Any requests for DNR orders shall always be staffed and considered on an individual basis as the need arises. **We should never consent to a “blanket” DNR order.**
* Consent for invasive surgery for individuals for whom the Director or Deputy Director is Guardian. The Deputy Director’s designee will sign the form and/or give verbal consent to surgery. If verbal consent, the designee for Clinton W. Lewis needs to state: “I, \_\_\_\_\_\_\_, have the authority to consent to surgery/procedure as designee of Clinton W. Lewis, Deputy Director of the Carteret County Department of Social Services.”
* Payment arrangements for placement.

**Section III – Public Assistance/Other Services**

The purpose of this section is to delegate authority regarding the tasks, duties, and responsibilities of the Consolidated Health and Human Services Director and Deputy Director of the Social Services Department in the area of Public Assistance and miscellaneous services as outlined below. The Director and Deputy Director delegate the following:

* On an ongoing and routine basis, appropriate public assistance/services staff have the authority to sign routine public assistance forms and make decision/take actions on forms, including, but not limited to:
* DSS 1473 (State Appeal)
* DSS 2216 (Request for Case Record)
* DSS 2807 (Report on Local Hearings – Summary)
* DMA 5016 (Patient Monthly Liability)
* DMA 5020 (Notice of Case Status)
* DMA 5010 (Inpatient hospital/ICF Referral)
* DSS 5022 (County Initiated Check Authorization or County Issue Medicaid Card Authorization)
* DM 5063 (Medicaid/Health Choice Review Form – for children in custody)
* DSS 8123 (Reissue for LIEAP Check)
* DSS 8125 (County Issued Check)
* DSS 8129 (Affidavit for LIEAP)

**Should the above-mentioned forms require the Deputy Director’s Signature, the Economic Services Program Manager may sign the document as the Deputy Director’s Designee.**

* In the absence of the Deputy Director of the Social Services Department, the Supervisor In Charge is authorized to:
* Serve as hearing officer of any requested local hearing unless a conflict exists.
* In the absence of the Deputy Director of the Social Services Department, the Services Program Manager is authorized to:
* Sign new CIP Vendor Agreements.
* Approve authorization for emergency services (CIP, GA, etc.) in excess of limits established by policy.

**Section IV – Business/Finance/Personnel**

The purpose of this section is to delegate authority regarding the tasks, duties, and responsibilities of the Consolidated Health and Human Services Director and Deputy Director of the Social Services Department in the areas of business, finances, and personnel. The Director and Deputy Director delegate the following:

* The Administrative Officer has authority, on a routine basis, to:
* Submit budget transfers/amendments;
* Approve purchase of supplies/equipment;
* Address any issue related to buildings, grounds, equipment, supplies, safety and security, information technology, transportation of clients, mailroom, data entry, communication systems, etc.;
* Approve timesheets;
* Address lease agreements for equipment; and
* Complete Information Technology and maintenance requests.
* In the Absence of the Director and the Deputy Director, the Administrative Officer has the authority to:
* Approve travel reimbursement forms - other than his own; and
* Sign the 1571 Reimbursement form.
* In the Absence of the Director and the Deputy Director, the Social Work Program Manager and/or the Economic Services Program Manager may:
* As required, in consultation with the Administrative Officer, place an employee on Investigative Leave with pay. **Every effort should be made to contact the Deputy Director of the Social Services Department, Consolidated Human Services Director, and the Carteret County Human Resources Director before taking this action.** Certain situations, however, may require immediate/prompt action;
* Accept resignations; and
* Modify work schedules.

**Section V – Duties Not Delegated**

* The following items **are not** delegated:
* Signing contracts or lease agreements
* Personnel Actions including hiring and disciplinary actions (written warnings, demotions, leave without pay, and terminations), except as indicated in Section IV.
* Signing personnel forms that include salary items (new hires, personnel evaluations/ merits, promotions, etc.)

**This delegation of authority shall continue until such time it is revoked in writing.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Carteret County Consolidated Human Services Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Director of the Carteret County Social Services Department

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Notary Public for said County and State, do hereby certify that Cindy P. Holman did personally appear before me this day and acknowledged the due execution of the above letter of Delegation of Authority.

Witness my hand and official seal, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017.

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 Notary Public

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Notary Public for said County and State, do hereby certify that Clinton W. Lewis did personally appear before me this day and acknowledged the due execution of the above letter of Delegation of Authority.

Witness my hand and official seal, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017.

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 Notary Public

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

Carteret County

North Carolina