



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**JOSH STEIN** • Governor

**DEV DUTTA SANGVAI** • Secretary

**JAY LUDLAM** • Deputy Secretary, NC Medicaid

**MICHAEL LEIGHS** • Deputy Secretary, Opportunity & Well-Being

Date: July 16, 2025

**RE: Children and Families Specialty Plan County Readiness Activities to Prepare for December 1, 2025, Launch**

Dear County Department of Social Services Directors:

To prepare for the December 1, 2025, launch of the Children and Families Specialty Plan (CFSP), we created an outline of important activities to support how you allocate time and staff. The timeline is a month-by-month breakdown of key tasks.

Highlights of upcoming activities include:

- **Readiness Check:** A checklist outlining key activities the county must complete prior to CFSP launch including policy and county process operation changes. This will be provided to counties in late July and should be completed by September 5.
- **Data Clean Up:** Communications and county reports for Data Clean Up, (includes authorized representatives, addresses, etc.) were provided to counties July 8. Data Clean Up must be completed by September 5. For more information, refer to the July 8 NC FAST Readiness Call recording, available on the Learning Gateway and the CFSP Data Clean Up Job Aid, available on FAST Help.
- **County Survey:** The Department of Health and Human Services (DHHS) will provide a second CFSP County Survey to gather information about current county processes in late July. This information helps DHHS and Healthy Blue Care Together (HBCT) shape important engagement, training and readiness activities. A third survey will be sent in October.
- **Social Services Institute (SSI) Conference:** DHHS will host sessions focused on CFSP. Attendees are invited to participate in these sessions to learn more about partnering with HBCT and impacts for children and youth enrolled in CFSP.
- **Training:** Training for CFSP from DHHS, HBCT and NC FAST will be delivered in a predominately virtual setting (self-paced and live) and offered between August and November. Content is in development and additional information regarding training availability, topics and recommended attendees will be shared soon. Depending on their role, most county staff should expect to spend 4 to 5 hours to complete training.

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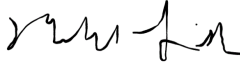
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We recognize this is an incredibly busy time for counties as you prepare for CFSP launch, PATH NC go-live and more. We are committed to supporting you through these efforts. This will include a plan for sequencing PATH NC and CFSP training. Be on the lookout for more information and guidance from our CFSP County Readiness Team following the release of the Readiness Checklist.

Sincerely,

DocuSigned by:  
  
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Melanie Bush for Jay Ludlam  
Deputy Secretary, NC Medicaid

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Michael Leighs  
Deputy Secretary, Opportunity and Well Being