

**93.994-18 MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING (MIECHV) PROGRAM**

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**State Project/Program: NURSE-FAMILY PARTNERSHIP**

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**US DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Federal Authorization:** 42 U.S. Code § 711 (Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program)

**State Authorization:**

**N. C. Department of Health and Human Services  
Division of Child and Family Well-Being**

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**Address Confirmation Letters To:**

SFY 2026 audit confirmation reports for payments made to Counties, Local Management Entities (LMEs), Managed Care Organizations (MCOs), Boards of Education, Councils of Government, District Health Departments and DHSR Grant Subrecipients will be available by mid-October at the following web address: <https://www.ncdhhs.gov/about/administrative-offices/office-controller/audit-confirmation-reports> At this site, click on the link entitled “Audit Confirmation Reports (State Fiscal Year 2025-2026). Additionally, audit confirmation reports for Nongovernmental entities receiving financial assistance from DHHS are found at the same website except select “[Non-Governmental Audit Confirmation Reports \(State Fiscal Years Oct’ 2023-2026\).](#)”

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The auditor should not consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the auditor should be prepared to justify departures from the suggested procedures. The auditor can consider the supplement a “safe harbor” for identification of compliance requirements to be tested if the auditor performs reasonable procedures to ensure that the requirements in the Supplement are current.

The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

**Auditors may request documentation of monitoring visits by the State Agencies.**

This State compliance supplement must be used in conjunction with the OMB 2026 Compliance Supplement which is scheduled to be issued in May 2026. The OMB supplement will include “Part 3 - Compliance Requirements,” for the types that apply, and “Part 6 - Internal Control.” If a federal Agency issued guidance for a specific program, this will be included in “Part 4 - Agency Program”. The OMB Compliance Supplement is Section A of the State Compliance Supplement.

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### **I. PROGRAM OBJECTIVES**

The NFP Program is designed to improve child and maternal health, reduce child abuse and neglect, reduce crime, and increase school readiness. The NFP Program will achieve:

- Improved pregnancy outcomes by helping women engage in preventive health practices including obtaining prenatal care, improving diet and nutrition, and reducing the use of tobacco, alcohol, and other substances.
- Improved child health and development by helping parents provide responsible, competent, and nurturing care.
- Improved economic self-sufficiency of the family by helping the parents develop a vision for their own future including planning future pregnancies, continued education, and employment.

### **II. PROGRAM PROCEDURES**

The NFP Program is administered by the North Carolina Department of Health and Human Services (DHHS) Division of Child and Family Wellness (DCFW), While Child Health Section (WCHS).

Implement and administer the NFP Program for first-time, low-income mothers along with their children with model fidelity.

- a. Maintain a contract for program implementation with Changent.
- b. Maintain resource and referral systems, including primary health care, mental health services, employment assistance, childcare, alcohol, or other drug treatment, and both formal and informal support services, that are kept current and made accessible to the team of Nurse Home Visitors (NHVs).
- c. Conduct a minimum of one outreach activity each quarter to educate community partners (health and human service and child-serving and maternal-serving agencies and providers) about the NFP Program.
- d. Continue to maintain an active Community Advisory Board (CAB) which includes representatives from the communities they serve including health and human service, child-serving and maternal-serving agencies, providers, business owners, faith-based leaders and organizations and parents who have participated in the NFP Program, etc.
- e. Develop and monitor a Continuous Quality Improvement (CQI) plan utilizing the Changent Collaborative Success Plan (CSP) with at least one CQI goal designed to meet local program needs.

Maintain staff as required by the NFP Home Visiting model solely devoted to the Program.

- a. Each NHV shall carry a caseload of at least 22-25 active mothers at any given time. NFP guidance now recommends that each NHV carry a caseload of 22-25 clients based on the use of the Strength and Risk Framework (STAR) and consistent consultation during weekly reflective sessions with their Nurse Supervisor. The NFP STAR is part of the NFP model, developed by the founder Dr. David Olds and is designed to help nurses and supervisors systemically characterize levels of strengths and risks exhibited by the client and families they serve. The STAR framework guides nurses as they think about priorities for actions, driving clinical implementation of the program regarding nursing care, visit content, and dosage.
- b. NHVs and the Nurse Supervisor hired for the implementation of the NFP Program shall meet the minimum education, background, and experience required by the North Carolina Office of State Human Resources and Changent. Any exceptions to the

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required education, background, or experience for the Local Health Department's (LHD) NFP Program staff will require prior approval from Changent in collaboration with DCFW. Minimum requirements in North Carolina for all NHVs include a bachelor's degree in nursing and a current North Carolina Registered Nurse license. In addition, the Nurse Supervisor must hold a master's degree in nursing (or a related human services degree).

- c. All newly hired NFP Program staff members must complete NFP Unit 2 education within 60 days of their hiring date. It is the expectation that NFP Program staff focus the majority of their orientation time on learning the comprehensive program model. Agency orientation may consist of requirements such as required Federal Emergency Management Agency (FEMA) training and up to 2 days of organizational training of other programs and clinics.
- d. All program staff hired within the term of this AA must complete the required NFP education sessions with Changent within six months of their hiring date. Education sessions include an introduction to the theory base of the program model and model fidelity, research findings, client-centered principles, and therapeutic relationships and consist of Units 1-3, Partners in Parenting Education (PIPE), and Mental Health Intervention. All other required and advanced education must be completed in time frames as specified by Changent.
- f. All NFP Program staff shall participate in required ongoing education (e.g., NFP Symposiums, annual all-state NFP Community of Practice (CofP) meetings, and quarterly Supervisor CofP meetings), consultation, and shall receive coaching from Changent to continue to increase competency and to support fidelity. This education, consultation, and coaching continues as long as the LHD is operating the NFP Program.
- g. All NFP Program staff shall participate in regular, ongoing technical assistance with Changent through a combination of communications and materials that are in-person, by telephone, online, and in written form.

The DCFW home visiting programs are managed through the Child and Family Wellness Unit. The NFP program receives funding through the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program. The DCFW NFP program employs one State Nurse Consultant to provide technical assistance, training, and monitoring for MIECHV NFP sites. Changent NFP monitors program quality through the collection and distribution of program implementation and outcome information on the mothers and their children enrolled in the program. In collaboration with the Changent NFP, DCFW NFP staff review data collected to plan ongoing quality improvement projects and to ensure program fidelity.

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**III COMPLIANCE REQUIREMENTS**

Noted below in the following matrix are the types of compliance requirements (Types) for this federal program identified by either the federal or State agency with a “Y” that are subject to the audit. The auditor must determine if the Type noted by “Y” has a direct and material effect on the federal program for the auditee. If the Type is determined to be subject to audit, the auditor must use the OMB 2026 Compliance Supplement, Part 3 and Part 4 (if an OMB supplement is issued) in addition to this State supplement to perform the audit.

If the State determines that the federal requirement does not require testing at the local level or if the State modifies the federal requirements, this is discussed in the supplement under the type of compliance requirement. Auditors are not expected to test requirements that have been noted with an “N.”

A	B	C	E	F	G	H	I	J	L	M	N
Activities Allowed or Unallowed	Allowable Costs/Cost Principles	Cash Management	Eligibility	Equipment/ Real Property Management	Matching, Level of Effort, Earmarking	Period Of Performance	Procurement Suspension & Debarment	Program Income	Reporting	Subrecipient Monitoring	Special Tests and Provisions
Y	Y	Y	Y	N	Y	Y	Y	N	Y	Y	N

**A. Activities Allowed or Unallowed**

NFP funds may be used to provide direct client services.

**Allowed**

Salaries and operating expenses to support the project according to model fidelity per the NSO-NFP.

**Unallowed**

Funds may NOT be used to supplant existing services supported by federal, State or local funds.

**B. Allowable Costs/Cost Principles**

SECTION .0200 - RESPONSIBILITIES OF RECIPIENTS AND SUBRECIPIENTS 09 NCAC 03M .0201 ALLOWABLE USES OF GRANTS Expenditures of grants by any recipient or subrecipient shall be in accordance with the cost principles outlined in the Code of Federal Regulations, 2 CFR, Part 200. If the grants include federal sources, the recipient or subrecipient shall ensure adherence to the cost principles established in the Code of Federal Regulations, 2 CFR, Part 200. 2 CFR, Part 200 is herein incorporated by reference, including subsequent amendments and editions, and is available in electronic form free of charge at <https://www.ecfr.gov>. History Note: Authority G.S. 143C-6-22; 143C-6-23; Eff. July 1, 2005; Readopted Eff. July 1, 2016; Amended Eff. July 1, 2024.

**C. Cash Management:** Not applicable at the local level.

**E. Eligibility**

Services are provided to any high-risk family living in a community served by an NFP program that meets the program eligibility criteria.

**Audit Objectives** – To determine that the clients enrolled in the program meet eligibility requirements.

**Suggested Audit Procedures** – Review the program eligibility requirements in the home visiting model elements or program guide and pull random client records and compare enrollment to eligibility requirements.

**G. Matching, Level of Effort, Earmarking:**

Not applicable at the local level.

**H. Period of Performance**

**Compliance Requirements** – State awards may specify a time period during which the grantee may use the State funds. Where a funding period is specified, a grantee may charge for the award only costs resulting from obligations incurred during the funding period and any pre-award costs authorized by the State awarding agency. Also, if authorized by the State program, unobligated balances may be carried over and charged for obligations of the subsequent funding period. Obligations mean the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period.

**Audit Objective** – Determine whether State funds were obligated within the period of availability and obligations were liquidated within the required time period.

**Suggested Audit Procedures**

1. Review the award documents and regulations pertaining to the program and determine any award-specific requirements related to the period of availability and document the availability period.
2. Test a sample of transactions charged to the State award after the end of the period of availability and verify that the underlying obligations occurred within the period of availability and that the liquidation (payment) was made within the allowed time period.
3. Test a sample of transactions that were recorded during the period of availability and verify that the underlying obligations occurred within the period of availability.
4. Select a sample of adjustments to the State funds and verify that these adjustments were for transactions that occurred during the period of availability.

**I. Procurement and Suspension and Debarment**

**Compliance Requirements**

**Procurement**

All grantees that expend federal funds (received either directly from a federal agency or passed through DHHS) are required to conform with federal agency codifications of the grants management common rule.

All grantees that expend State funds (including federal funds passed through DHHS) are required to comply with the procurement standards described in the North Carolina

General Statutes and the North Carolina Administrative Code, which are identified in the State of North Carolina Procurement Manual accessible on the Internet at [NC DOA Purchase & Contract - Governing Procurement for the State of North Carolina](#)

**Audit Objectives** – Determine whether procurements were made in compliance with the provisions of the program requirements and any applicable laws, regulations, statutes or other provisions of the awarding State agency.

### **Suggested Audit Procedure**

Test a sample of procurements to ascertain if the applicable laws and the awarding agency procedures were followed.

## **L. Reporting**

### **Financial Reporting**

Contractors are required to submit monthly expenditure and financial reports within 30 days after the end of the month that the services were provided.

### **Performance Reporting**

- Collect and enter data in the NFP data on program implementation and outcomes for participants (mothers and babies enrolled in the program) as required by the NFP. Information collected include characteristics of clients (including when they enroll in the program during their pregnancies) to ensure the target population is being reached; frequency, content and duration of client visit information to ensure appropriate service provision; and maternal and child outcomes such as substance use during pregnancy, birth outcomes, breastfeeding, immunizations, subsequent pregnancies, child development indicators and maternal workforce and school involvement.

**Audit Objective** – Determine whether required reports include all activity of the reporting period, are supported by applicable accounting or performance records, and are fairly presented in accordance with program requirements.

### **Suggested Audit Procedures**

1. Perform monthly review of submitted reports to ascertain whether they are properly formatted and completed.
2. Review amounts requested and compared with previous months for outliers or unreasonable expenditures.

Compare submitted workload with established objectives for the current fiscal year to track compliance with yearly objectives.

## **M. Subrecipient Monitoring**

This refers to the requirement that a pass-through entity perform various monitoring activities, such as reviewing reports submitted by the subrecipient, performing sites visits to the subrecipient to review financial and programmatic records and observe operations, arranging for agreed-upon procedures engagements for certain aspects of subrecipient activities, such as eligibility determinations, reviewing the subrecipient's single audit or program-specific audit results and evaluating audit findings and the subrecipient's corrective action plan. This applies when awards are passed through to a subrecipient. If the entity is not a pass-through entity, this requirement does not apply.