

## **I. CHAPTER OVERVIEW**

Families apply for subsidized child care services at the local purchasing agency (LPA). This chapter provides an overview of the application process as well as guidelines for implementing a plan of care.

## **II. INITIAL INTERVIEW**

Subsidized child care services may be provided to families demonstrating a need for child care and who have been determined eligible for services. The eligibility requirements below must be discussed with the applicant during the initial interview and all requirements met to authorize child care services.

When an applicant has been determined eligible for Food and Nutrition Services (FNS), they are deemed income eligible for child care services. Some of the information needed at the initial interview can be found on the Food Stamp Information System (FSIS) screens. This includes members of the income unit, child's age, race, citizenship status, and income. Using the information from FSIS as the first step of the interview process will help streamline the application process.

The provision of subsidized child care services for reasons other than those listed below may occur if other funds are available to the agency such as Smart Start. Subsidized child care services provided with Smart Start funds for reasons other than those described in this manual must be included in the local partnership's Smart Start Plan and approved by the North Carolina Partnership for Children (NCPC). Smart Start funds can provide services for preschool age children only.

### **A. Residency Requirements**

An applicant requesting child care services must be a resident of North Carolina and must apply for services in the county in which she resides and that county is responsible for payment. There is no requirement for duration of residency.

The residency requirement does not apply to some situations, such as protective services cases under the terms of interstate compacts or in response to court orders.

**NOTE:** When a child who is not in the custody of the department of social services is removed from his home through the Multiple Response System (MRS) and placed in another county, the county which implements MRS is responsible for payment. However, the county where the child is placed has the option to pay for care if funding is available.