



North Carolina Department of Health and Human Services
Division of Child Development and Early Education

Pat McCrory
Governor

Aldona Z. Vos, M.D.
Ambassador (Ret.)
Secretary DHHS

Robert W. Kindsvatter
Director

SUBSIDIZED CHILD CARE PROGRAM MANUAL ADMINISTRATIVE LETTER #01-14

TO: Directors of County Departments of Social Services
Directors of Local Purchasing Agencies

FROM: Robert W. Kindsvatter 

SUBJECT: New Policy and Procedures for Cases to Support CPS and CWS When Parents are Employed

ISSUE DATE: May 7, 2014

EFFECTIVE DATE: Immediately

The purpose of this memorandum is to introduce a change in policy and procedures which will allow Division of Child Development and Early Education (DCDEE) maximum flexibility in utilizing all available funding sources for provision of services. In order to do so, changes must be made in the area of data collection in cases receiving services to support CPS and CWS.

Services to support CPS and CWS will continue to be provided without regard to income. However, effective May 1, 2014 counties will begin collecting and information about whether families receiving services to support CPS and CWS are employed and when the family is employed, collect income information. Collection of income information for CPS and CWS cases can never be a barrier to service provision. If the family's income information cannot be obtained, service provision will continue without the income information. Please document in the case narrative that the income information could not be obtained.

Begin collecting income information for all new cases receiving care to support CPS and CWS on May 1, 2014. For existing cases, collect income information at the next review for continued need. You may use Deeming Income Policies from the Subsidized Child Care Services Manual. Please inform the CPS workers in your agency to begin utilizing the updated referral form Attachment 2 from Chapter 4. This updated form is attached for your convenience.

Income information will be entered in to the Subsidized Child Care Reimbursement System. Please refer to the attached Administrative Letter for the SCCRS regarding the use of two new codes C and D. Appendix F has been updated to include C and D in the Reason for Care field and is attached to this letter.

If you have questions about the information contained in this memorandum, please contact Sherry Young in the Subsidy Services Section at 919-527-6596.

Attachments

RWK:KM

cc: Child Care Coordinators
North Carolina Partnership for Children, Inc.

www.ncdhhs.gov • www.ncchildcare.nc.gov
Tel 919-527-6335 • Fax 919-715-1012

Location: 820 South Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2201 Mail Service Center • Raleigh, NC 27699-2201
An Equal Opportunity / Affirmative Action Employer





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SUBSIDIZED CHILD CARE REIMBURSEMENT SYSTEM MANUAL ADMINISTRATIVE LETTER #01-14

TO: Directors of County Departments of Social Services and Local Purchasing Agencies

FROM: Robert W. Kindsvatter

ISSUED: May 7, 2014

SUBJECT: Subsidized Child Care-Need/Reason for Care Values

EFFECTIVE DATE: Immediately

The purpose of this letter is to advise staff who work with the Subsidized Child Care Services Program in their county of the complete list of "Need/Reason for Care" values available in the Subsidized Child Care Reimbursement System (SCCRS/GH02).

**** County Staff, please pay particular attention to the Need/Reason for Care Values that are in BOLD. ****

Need/Reason for Care	Code
Seeking Employment	0
Employed	1
Employed + Post-Secondary Education / Training (<i>primary reason is Employment</i>)	A
High School Education / GED	7
Post-Secondary Education / Training	3
Post-Secondary Education / Training + Employment (<i>primary reason is Education</i>)	B
Child Protective Services (CPS)	2
CPS (With Employment)	C
Child Welfare Services (CWS)	5
CWS (With Employment)	D
Developmental Needs	4

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April 30, 2014

Please provide this information to all staff who record child care demographic data or child care subsidy payment information in the Subsidized Care Reimbursement System (SCCRS/GH02).

Thank you for your prompt attention to the review and update of this critical information. A copy of this letter must be maintained in your Subsidized Child Care Reimbursement Systems manual. If you should have any questions or concerns about this letter, please contact your Subsidy Services Consultant or contact one of the Division of Child Development and Early Education (DCDEE) Administrators listed below:

Tyronda.Ricks@dhhs.nc.gov (919) 527-6519

Monica.Solomon@dhhs.nc.gov (919) 527-6504

RWK: TR

cc: Child Care Coordinators
North Carolina Partnership for Children, Inc.

APPLICATION, ELIGIBILITY DETERMINATION AND DOCUMENTATION REVISED 05/01/14

SAMPLE REFERRAL FORM FOR CHILD PROTECTIVE SERVICES (CPS) and FOSTER CARE (FC) CHILD CARE SERVICES

CPS/FC Social Worker: _____ Date: _____
Placement Referral: [] Change [] Redetermination [] Quarterly Review
[] Termination [] Waiting List [] New Placement

Attached is a copy of the Face Sheet and Application for Child Care Services (if applicable)

Case Name: _____ Case Number: _____
1st Parent/RA Name _____ Date of Birth _____
2nd Parent/RA Name _____ Date of Birth _____

What is the 1st Parent/RA's Relationship to the child?
[] Parent [] Responsible Adult [] Relative [] Licensed Foster Parent

Who has custody of the child (ren)? _____

Child's Name: _____ Child's Date Of Birth: _____

SS# (requested for child only cases.): _____ SIS ID #: _____

Sex: [] M [] F Race: [] Hispanic/Latino [] American Indian/Alaskan Native [] Asian
[] Black/African American [] Native Hawaiian/Pacific Islander [] White (Check all that apply.)

The Reason Child Care Services Are Needed For Child

To Support Protective Services for child to remain in his/her own home (821)
Date of CPS complaint: _____ Has this report been substantiated: [] Yes [] No
Is the parent(s) employed: [] Yes [] No

To Support Employment (811) of:
[] Parent(s) [] Responsible Adult(s) [] Relative(s) [] Licensed Foster Parent(s)

Table with 4 columns: Name of Licensed Foster Parent, Name of Employer, Hours of Employment, Days of Employment. Rows #1 and #2.

To Support Education/Training (831) of:
[] Parent [] Responsible Adult [] Relative [] Licensed Foster Parent

To Support Developmental Needs (841): child is delayed/at risk of delays in social, emotional, physical or cognitive development. Please explain: _____

To Support Child Welfare Services (851)
Prevent Foster Care Placement _____ Help Family in Crisis _____
Support Family Reunification/Permanent Placement _____
Is the parent(s) employed: [] Yes [] No

Child Care Specifics

Provider Requested: _____ Provider/Facility ID#: _____
Days Care Requested: M T W Th F S S Time care requested: _____ to _____
Transportation Requested: [] Yes [] No
Reason for transportation: _____
Child care requested to begin: _____ and continue until: _____
Additional Comments: _____

Responsibility For Reporting Changes:

If there are any changes in the child's situation or foster parent employment from the information noted here, you must report the change to child care staff promptly.

CPS/FC Worker's Signature: _____ Worker# _____ Date: _____
CPS/FC Supervisor's Signature: _____ Date: _____

SUBSIDIZED CHILD CARE CODES

REVISED 05/01/14

CLIENT STATUS

- 0 New enrollment for child from the waiting list
- 1 New enrollment for child NOT from the waiting list
- 2 Continuing enrollment with pay
- 3 Terminate with pay or one time payment
- 4 Terminate without pay
- 5 Enrollment without pay
- P Pending

Use the code that describes the status of the payment.

FUND SOURCE

- 20 Foster Care*
- 25 SCC
- 55 County Funds
- 71 Work First (MOE)
- 72 TANF Federal
- 73 TANF (Child only -200% Poverty)
- 85 Emergency

*Use this code when paying for child care to support employment for *any* foster care child receiving subsidy funds.

RATE GROUPS

Rates and Rate Groups are indicated on the Approval Notice with the exception of 33, 34, 35 and 36, See note below. A Rate Group is composed of a letter of the alphabet and two numbers.

Determine first character as follows:

- | | | | |
|---|-----------|---|--|
| R | 1st shift | S | 1st shift - Special Needs Supplement Payment |
| T | 2nd shift | U | 2nd shift - Special Needs Supplement Payment |
| V | 3rd shift | W | 3rd shift - Special Needs Supplement Payment |

Determine the next two characters as follows:

- 10 Below 1 year-olds
- 11 1 year-olds
- 12 2 year-olds
- 13 3 year-olds
- 33 3 year-olds – *use when making payment for holidays, teacher workdays, and inclement weather for child who attends Head Start or other Preschool Programs*
- 14 4 year-olds
- 34 4 year-olds – *use when making payment for holidays, teacher workdays, and inclement weather for child who attends Head Start or other Preschool Programs*
- 15* 5 year-olds & over (not yet enrolled in Kindergarten or school)
- 35 5 year-olds & over – *use when making payment for holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Programs*
- 03 School Age (*full time summer/intercession/tracking out*)
- 36 School Age – *use when making payment for holidays, teacher workdays, and inclement weather*)
- 06 Before and/or after school care
- 04 Transportation for children 3 years of age and over
- 05 Transportation [REDACTED]

*Use rate group R15 for school age children in nonlicensed homes or for out of state providers.

NOTE: Rate groups 33, 34, 35 and 36 are used when paying the difference of the full-time and part-time rate for holidays, teacher workdays and inclement weather. (Example, when paying the difference between R03 and R06, use rate group R36 for payment).

SUBSIDIZED CHILD CARE CODES

REVISED 05/01/14

SCC REIMBURSEMENT CODES

Category Codes

SCC		SCC – Work First	
009	With regard to income	005	Work First Family Assistance without countable income
019	Without regard to income	006	Work First Family Assistance with countable income
020	Foster Care Services Recipient	055	Teen Parent – Work First Family Assistance
054	Teen Parent		
070	Military (income exceeds guidelines)		
071	Military (income within guidelines)		

Reason for Child Care/Need Codes

Children without Special Needs (Typically Development)

Child Care:	Seek Employment	Employed	Employed (primary) + Post-Sec		Post Secondary		Post-Sec Ed/Trng (primary) +		Dev. Needs	CWS	CWS (Employed)	HS Ed/GED
			Ed/Trng	CPS (Employed)	Ed/Training	Employed						
Full-time	801	811	8A1	821	8C1	831	8B1	841	851	8D1	871	
3-qtr. time	802	812	8A2	822	8C2	832	8B2	842	852	8D2	872	
Half-time	803	813	8A3	823	8C3	833	8B3	843	853	8D3	873	

Children with Special Needs *

Child Care:	Seek	Employ	Employed (primary) + Post-Sec		Post Secondary		Post-Sec Ed/Trng (primary) +		Dev. Needs	CWS	CWS (Employed)	HS Ed/GED
			Ed/Trng	CPS (Employed)	Ed/Training	Employed						
Full-time	401	411	4A1	421	4C1	431	4B1	441	451	4D1	471	
3-qtr. time	402	412	4A2	422	4C2	432	4B2	442	452	4D2	472	
Half-time	403	413	4A3	423	4C3	433	4B3	443	453	4D3	473	

*The 400 Series Need Codes are used for children with special needs regardless of the child care arrangement (i.e., certified developmental day centers, other licensed facilities and non-licensed homes).

SUBSIDIZED CHILD CARE CODES

REVISED 05/01/14

SMART START REIMBURSEMENT CODES

FUND SOURCE 15

CLIENT STATUS

- 0 New Enrollment - child from the waiting list
- 1 New Enrollment- child NOT from the waiting list
- 2 Continuing enrollment with pay
- 3 Terminate with pay or one time payment
- 4 Terminate without pay
- 5 Enrollment without pay
- P Pending

Use the code that describes the status of the payment.

CATEGORY CODES

- 005 Work First Family Assistance without countable income
- 006 Work First Family Assistance with countable income
- 009 With regard to income
- 019 Without regard to income
- 020 Foster Care Services Recipient
- 054 Teen Parent
- 055 Teen Parent - Work First Family Assistance
- 070 Military (income exceeds guidelines)
- 071 Military (income within guidelines)

NEW CLIENT CODES: Must use one of these codes when paying for child care, registration or transportation.

- 01 Child from the waiting list
- 02 New eligible child not from the waiting list
- 03 Child in new need category
- 05 Currently served child whose family income rises above subsidy eligibility limits
- 06 Child whose family income exceeds subsidy eligibility limits at time of initial application
- 07 New child in Head Start Wrap-Around
- 08 Currently eligible child who would lose services if Smart Start funds were not available
- 09 Transportation for eligible child who would lose services if Smart Start funds were not available
- 23 Non - U. S. Citizen

ENHANCED CODES: Must use one of these codes when paying an additional payment that is a flat dollar amount.

- | | | |
|---|---|--|
| 11 Supplemental payment - county - established criteria | 17 NAFDC accredited | 21 Rates increased to state market rates |
| 12 County enhanced rate for all providers | 18 NAFDC accredited plus county - established criteria | 30 Three star facility enhancement rate |
| 15 NAEYC accredited | 19 Facility or home meeting county - established criteria | 40 Four star facility enhancement rate |
| 16 NAEYC accredited plus county - established criteria | 20 Special needs supplement | 50 Five star facility enhancement rate |
| | | 99 Enhanced transportation rate |

RATE GROUPS: A Rate Group is composed of a letter of the alphabet and two numbers

Determine first character of the rate group as follows:

- | | |
|-------------|--|
| R 1st shift | S - 1st shift Special Needs Supplement Payment |
| T 2nd shift | U - 2nd shift Special Needs Supplement Payment |
| V 3rd shift | W - 3rd shift Special Needs Supplement Payment |

Determine the next two characters of the rate group as follows:

- 10 Below 1 year-olds
- 11 1 year-olds
- 12 2 year-olds
- 13 3 year-olds
- 33 3 year-olds (holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Program)
- 14 4 year-olds
- 34 4 year-olds (holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Program)
- 15 5 year-olds (not yet enrolled in Kindergarten or school)
- 35 5 year-olds (holidays, teacher workdays, inclement weather for child who attends Head Start or other Preschool Program)
- 04 Transportation for children 3 years of age and over
- 05 Transportation for children under 3 years of age and children with special needs

Rates and Rate Groups for the age of the child must be on the Approval Notice before care can be given and payment made. Always check the Approval Notice for rates and rate groups. Also, see "NOTE" below.

NOTE: Rate Groups 33, 34 and 35 will not be on the Approval Notice, but must be used to make payment when paying the difference between the full time rate and the part time rate (which must be on the Approval Notice) for holidays and inclement weather (e.g., paying the difference between R13 full-time rate and R13 part-time rate use rate group R33 for payment).

SUBSIDIZED CHILD CARE CODES

REVISED 05/01/14

VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Seeking Employment – 801, 802, 803, ■■■, 401, 402, 403, ■■■	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71	No
	Work First Family Assistance with countable income - 006		Yes
	With Regard to Income - 009		Yes
	Foster Care Services Recipient - 020		No
	Military (income within guidelines) – 071		Yes
Employed - 811, 812, 813, ■■■, 411, 412, 413, ■■■	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	No
	Work First Family Assistance with countable income – 006		Yes
	With Regard to Income - 009	SCC – 25 Smart Start – 15 County Funds – 55	Yes
	Foster Care Services Recipient – 020 (cannot be used with Fund Source 15 or 25)	Work First – 71	No
	Military (income exceeds guidelines) – 070	SCC - 25	Yes
	Military (income within guidelines) – 071	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes

SUBSIDIZED CHILD CARE CODES

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VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Employed (Primary) + Post-Secondary Ed/Training - 8A1, 8A2, 8A3, ■■■, 4A1, 4A2, 4A3, ■■■	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	No
	Work First Family Assistance with countable income – 006		Yes
	With Regard to Income - 009	SCC – 25 Smart Start – 15 County Funds – 55	Yes
	Foster Care Services Recipient – 020 (cannot be used with Fund Source 15 or 25)	Work First – 71	No
	Military (income exceeds guidelines) – 070	SCC - 25	Yes
	Military (income within guidelines) – 071	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes
Child Protective Services (CPS) - 821, 822, 823, ■■■, 421, 422, 423, ■■■	Without Regard to Income - 019	SCC - 25 Smart Start – 15 County Funds – 55	No
CPS (Employed) - 8C1, 8C2, 8C3, ■■■, 4C1, 4C2, 4C3, ■■■	Without Regard to Income - 019	SCC - 25 Smart Start – 15 County Funds – 55	No

SUBSIDIZED CHILD CARE CODES

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VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Postsecondary Education - 831, 832, 833, ■■■, 431, 432, 433, ■■■	Work First Family Assistance without countable income – 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72	No
	Work First Family Assistance with countable income – 006	TANF – 73	Yes
	With Regard to Income – 009	SCC - 25 Smart Start – 15	Yes
	Foster Care Services Recipient – 020	County Funds – 55 Work First – 71	No
	Military (income within guidelines) – 071	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes
Post-Secondary Ed/Training (Primary) + Employed - 8B1, 8B2, 8B3, ■■■, 4B1, 4B2, 4B3, ■■■	Work First Family Assistance without countable income – 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72	No
	Work First Family Assistance with countable income – 006	TANF – 73	Yes
	With Regard to Income – 009	SCC - 25 Smart Start – 15	Yes
	Foster Care Services Recipient – 020	County Funds – 55 Work First – 71	No
	Military (income within guidelines) – 071	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes

SUBSIDIZED CHILD CARE CODES

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VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Developmental Needs - 841, 842, 843, ■■■, 441, 442, 443, ■■■	Work First Family Assistance without countable income - 005	SCC - 25 Smart Start - 15 County Funds - 55 Work First - 71	No
	Work First Family Assistance with countable income - 006		Yes
	With Regard to Income - 009		Yes
	Foster Care Services Recipient - 020		No
	Military (income within guidelines) - 071		Yes
Child Welfare Services (CWS) - 851, 852, 853, ■■■, 451, 452, 453, ■■■	Without Regard to Income - 019	SCC - 25 Smart Start - 15	No
	Foster Care Services Recipient- 020		No
CWS (Employed) - 8D1, 8D2, 8D3, ■■■, 4D1, 4D2, 4D3, ■■■	Without Regard to Income - 019	SCC - 25 Smart Start - 15	No
	Foster Care Services Recipient- 020		No
High School Education/GED - 871, 872, 873, ■■■, 471, 472, 473, ■■■	Work First Family Assistance without countable income - 005	SCC - 25 Smart Start - 15 County Funds - 55 Work First - 71	No
	Work First Family Assistance with countable income - 006	TANF - 72 TANF - 73	Yes
	With Regard to Income - 009	SCC - 25 Smart Start - 15	Yes
	Foster Care Services Recipient - 020		No
	Teen Parent - 054		Yes
	Teen Parent/Work First - 055	SCC - 25 Smart Start - 15 County Fund - 55 Work First - 71 TANF - 72 TANF - 73	Yes

SUBSIDIZED CHILD CARE CODES

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VALID REIMBURSEMENT CODE COMBINATIONS			
Fund Source 20 – Foster Care Recipient⁽¹⁾			
Reason for Child Care / Need Code	Income Criteria / Category Code	Fund Source	Parent Fee
Employed – 811, 812, 813, 411, 412, 413*	Without Regard to Income – 020*	Foster Care – 20 *	No
Employed (Primary) + Post-Secondary Ed/Training - 8A1, 8A2, 8A3, [REDACTED], 4A1, 4A2, 4A3*, [REDACTED]	Without Regard to Income – 020*	Foster Care – 20 *	No

*If paying transportation (819, 419), use Category code 009 and Fund Source 25. Fund Source 20 is for all foster care recipients who receive child care to support employment.

(1) It is **not** limited to children placed in licensed foster care homes, but also includes children placed with relatives.

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VALID REIMBURSEMENT CODE COMBINATIONS LOCAL WORK FIRST BLOCK GRANT FUNDS Fund Source 71 – Local TANF ⁽²⁾			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source	Parent Fee
Employed – 811, 812, 813, ■■■, 411, 412, 413, ■■■	Work First Family Assistance without countable income -005	TANF – 71	No
	Work First Family Assistance with countable income – 006		Yes
	Non-Work First Family Assistance parent employed with countable income – 017		
	Non-Work First Family Assistance non-custodial parent with countable income - 018		
Employed (Primary) + Post-Secondary Ed/Training - 8A1, 8A2, 8A3, ■■■, 4A1, 4A2, 4A3, ■■■	Work First Family Assistance without countable income -005	TANF – 71	No
	Work First Family Assistance with countable income – 006		Yes
	Non-Work First Family Assistance parent employed with countable income – 017		
	Non-Work First Family Assistance non-custodial parent with countable income - 018		
Postsecondary Education – 831, 832, 833, ■■■, 431, 432, 433, ■■■	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
Post-Secondary Ed/Training (Primary) + Employed - 8B1, 8B2, 8B3, ■■■, 4B1, 4B2, 4B3, ■■■	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
High School Education/GED – 871, 872, 873, ■■■, 471, 472, 473, ■■■	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
	Teen Parent/Work First - 055		Yes

NOTE: Seeking Employment Need Codes cannot be used for Fund Source 71 with 005 and 006 category codes because it would start the 60-month time clock for Work First recipients.

(2) In order for the LPA to receive funds from the state for payments entered under Fund Source 71, the LPA must complete the DSS – 1571.

CHILD CARE SERVICES SUPPORT REPORTING REQUIREMENTS

WORKER DAILY REPORT OF SERVICES (DSS-4263)

The Services Information System (SIS) Codes that relate to child care services have been incorporated into the Child Care Subsidy Services Manual for the convenience of LPA staff. These codes may be used by LPA staff who administer the Subsidized Child Care Program and Program Integrity staff. Refer to the SIS User's Manual for general instructions for recording time on the DSS-4263. The following codes are used **only** for child care services support funds:

PROGRAM CODE – Column 12

- L – Child Care and Development Fund
- 4 - Smart Start Funds
- G - General Administration
- 9 - Work First Block Grant
- R - 100% Federally Funded

See the [Services Information System \(SIS\) Manual](#) for more information.

SERVICE CODES – Column 9

002 – Child Care Program Management – for staff who are performing provider-related activities and having child care program management responsibilities.

Activities include recruiting and training providers, enrolling providers in the Subsidized Child Care Program, maintaining provider files, preparing or supervising the preparation of monthly reimbursement reports, monitoring child care spending to insure that the budget is maintained and maximum use of funding is attained, developing local policies, monitoring compliance of nonlicensed family child care home standards, training staff, coordinating with other child care programs and agencies, promoting community awareness of child care needs and responding to requests for information, and other activities required to manage the Subsidized Child Care Program.

521 – Child Care – for staff who are responsible for arranging child care for Work First families.

This code is for the provision of child care for the purpose of enabling a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the child. Staff responsible for arranging child care for Work First families may use code **521** to report this service. If the Work First case manager provides this service, it is considered case management.

542 - Child Care Retention Services – for staff who are responsible for arranging child care for Non-Work First families.

This code is for purchasing child care for families that are not current Work First recipients who have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First Manual. Child care Retention Services may be provided for former Work

SUBSIDIZED CHILD CARE CODES

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First families and to families who have never received Work First. Child care services are intended to help families remain off Work First cash assistance, particularly when the parent is employed. Use this code for child care that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

NOTE: Code 542 should be reported on the DSS-1571. SIS client ID numbers are required.

Special Instructions: Transportation expenditures related to "Child Care Retention Services" should be reported as Code 541.

549 - Child Care For Non-Custodial Parents of Work First Children – for staff who are responsible for arranging child care for Non-Custodial Parents of Work First Children.

This code is used for the provision of child care for the purpose of enabling a non-custodial parent to work or participate in activities leading to work when the individual's presence would otherwise be required in home to care for the child.

NOTE: Code 549 should be reported on the DSS-1571. SIS client ID numbers are required.

Special Instructions: Code 549 is to be used only for child care for the Non-Custodial Parent's Non-Work First children. Child Care Services for Work First children are reported as Code 521. Time spent arranging for child care for a non-custodial parent should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children - Code 548. Transportation to/from child care facilities for non-Work First children of non-custodial parents should be reported as Code 569.

816 – Child Care Services Delivery – for staff who have direct client contact and perform client-related services activities.

This code is used to record activities needed to deliver child care services, including transportation, to eligible families. This includes such activities as working with the family to assess their child care needs, determining initial and on-going client eligibility and establishing fees, providing parents with information that enables them to recognize quality care and to make informed child care choices, arranging a plan of care that best meets the needs of the child and the family, maintaining contact with the family and providers to insure the family is receiving the appropriate services(s), authorizing payments, and maintaining case files.

990 – General Administration – for staff performing activities that are considered general administration.

This code is used to record a block of time for activities considered “general administration”; e.g., leave, employee travel, supervisor/worker conferences, attendance at training sessions, direct activities of less than a 5-minute duration and compensatory time, etc.

SUBSIDIZED CHILD CARE CODES

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SCC Codes for Local Purchasing Agencies								
Purchaser Number	County	Alpha (1)	Purchaser Number	County	Alpha (1)	Purchaser Number	County	Alpha (1)
001	Alamance	G	035	Franklin	K	069	Pamlico	P
002	Alexander	E	036	Gaston	F	070	Pasquotank	R
003	Alleghany	D	037	Gates	R	071	Pender	O
004	Anson	H	038	Graham	A	072	Perquimans	R
005	Ashe	D	039	Granville	K	073	Person	K
006	Avery	D	040	Greene	P	074	Pitt	Q
007	Beaufort	Q	041	Guilford	G	075	Polk	C
008	Bertie	Q	042	Halifax	L	076	Randolph	G
009	Bladen	N	043	Harnett	M	077	Richmond	H
010	Brunswick	O	044	Haywood	A	078	Robeson	N
011	Buncombe	B	045	Henderson	B	079	Rockingham	G
012	Burke	E	046	Hertford	Q	080	Rowan	F
013	Cabarrus	F	047	Hoke	N	081	Rutherford	C
014	Caldwell	E	048	Hyde	R	082	Sampson	M
015	Camden	R	049	Iredell	F	083	Scotland	N
016	Carteret	P	050	Jackson	A	084	Stanly	F
017	Caswell	G	051	Johnston	J	085	Stokes	I
018	Catawba	E	052	Jones	P	086	Surry	I
019	Chatham	J	053	Lee	J	087	Swain	A
020	Cherokee	A	054	Lenoir	P	088	Transylvania	B
021	Chowan	R	055	Lincoln	F	089	Tyrrell	R
022	Clay	A	056	Macon	A	090	Union	F
023	Cleveland	C	057	Madison	B	091	Vance	K
024	Columbus	O	058	Martin	Q	092	Wake	J
025	Craven	P	059	McDowell	C	093	Warren	K
026	Cumberland	M	060	Mecklenburg	F	094	Washington	R
027	Currituck	R	061	Mitchell	D	095	Watauga	D
028	Dare	R	062	Montgomery	H	096	Wayne	P
029	Davidson	G	063	Moore	H	097	Wilkes	D
030	Davie	I	064	Nash	L	098	Wilson	L
031	Duplin	P	065	New	O	099	Yadkin	I
032	Durham	J	066	Northampton	L	100	Yancey	D
033	Edgecombe	L	067	Onslow	P			
034	Forsyth	I	068	Orange	J			
101	Southwestern Child Development Commission, Inc.				*			
107	Buncombe County Child Care Services				*			

*The alpha is based on the county in which each facility is located.

(1) The alpha is the first character in a center's or home's Subsidized Child Care (SCC) ID #, as J9210010 is in Wake County.