

North Carolina Department of Health and Human Services
DIVISION OF CHILD DEVELOPMENT



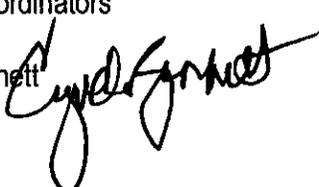
Michael F. Easley, Governor

Dempsey Benton, Secretary

Cynthia L. Bennett, Director

DIVISION OF CHILD DEVELOPMENT ADMINISTRATIVE LETTER NO. 2-08

TO: Directors of County Departments of Social Services
Directors of Local Purchasing Agencies
Child Care Coordinators

FROM: Cyndie L. Bennett 

ISSUED: June 19, 2008

SUBJECT: Waiting List Modifications in the Subsidized Child Care Reimbursement System

EFFECTIVE DATE: July Payment Month for June 2008 Service Month

The purpose of this letter is to provide revised instructions for reporting waiting list data in the Subsidized Child Care Reimbursement System (SCCRS).

The Child Care Committee of the North Carolina Association of County Department of Social Services Directors indicated that some of the data reported on the SCCRS Waiting List Screen is both inexact and difficult to track. Based upon the Committee's recommendation, it was agreed that the following fields be removed: *Beginning Balance, Children Added, and Children Removed But Not Served.*

Subsequent to this change, staff will be required to enter only the count of children who remain on their county waiting list at the end of the reported service month. Child counts will be required for Non Work First and Work First families. This change will be effective with the start of the 2008-09 State Fiscal Year, which is for the June Service Month data reported in July 2008.

This data must be entered prior to the county close out procedures for each service month or the close out will not complete.

When children are served from the county waiting list, staff must also ensure that they continue to use and identify subsidy payments by Client Status Code zero (0) when recording the child's initial payment. Use of Client Status Code zero (0) continues to be important to allow for data to be gathered from Data Warehouse and those reports utilized by various entities.

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Implementation

The Division will implement the revised waiting list data entry procedure beginning with the June 2008 service month.

Counties which utilize the One Case System will be expected to modify their system if they are tracking waiting list data outside of the Subsidized Child Care Reimbursement System. Changes required should be implemented for the June 2008 service month. If changes cannot be implemented by that time, local purchasing agencies should use the SCCRS to enter the appropriate data until modifications are complete.

Revised instructions for the entry of the county waiting list count are included in this letter. The Subsidized Child Care Reimbursement Manual will be revised to include the instructions.

Please share this information with Reimbursement staff in your agency. A copy of this letter should be maintained in your Subsidized Child Care Reimbursement System Manual and Subsidized Child Care Services Manual. If you have questions about this new requirement, please contact the Subsidy Services Consultant assigned to your county. In addition, if you have questions about entering the data into the SCCRS, please contact Julia McMillian or Carol Carnley in the Information Management Services (IMS) Unit at 919-662-4535.

CB/KM

Attachment

cc: Subsidy Services Consultants
Information Management Services Unit Staff

Instructions for Waiting List Data Entry Subsidized Child Care Reimbursement System

Beginning with the June 2008 service month the waiting list data entry screen in the Subsidized Child Care Reimbursement System will be different.

Immediately after each county's close out of May service month data, local purchasing agency (LPA) staff will see a message on the waiting list data entry screen, **Wait List Conversion - Update June after State Closeout**. Staff can enter information in the new Wait List data entry screen on Monday, June 23, 2008 for the June 2008 service month.

In the new Waiting List data entry form, the following fields have been removed: *Beginning Balance, Children Added, and Children Removed But Not Served*. Local purchasing agency staff will be required to enter only the number or count of children that remain on their county waiting list for both Non Work First and Work First categories as of the last day of the service month for which the data is entered. The system will add the Non Work First and Work First categories to determine the total waiting list count. The revised view will also allow users to see the waiting list counts for each month of the fiscal year and will allow users to correct data entered for the current service month prior to that month's close out and the most recently closed service month prior to the current month.

Waiting List data must be entered prior to the monthly close out or the county close can not be completed. When adding an initial payment for a child served from the waiting list, it is important that staff continue to identify the payment using the Client Status Code of zero (0). This code automatically changes to Client Status Code 2 – Continuing Enrollment in the next month's service month. Below is a view of how the revised Waiting List data entry screen will appear.

SCCRS Main Menu – Option 12: Waiting List Summary

GHB2002M 07870014	SUBSIDIZED CHILD CARE REIMBURSEMENT NUMBER OF CHILDREN ON WAITING LIST		05/27/08 11:22:40
PURCHASER 78	SFY	2008 - 2009	
TURNAROUND PROCESSING MONTH 6 / 2008			
	TOTAL	NON WORK FIRST	WORK FIRST
JUNE	900	875	25
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			

Please enter the number of children that remain on the wait List as of the last day of the current Turnaround Processing Month.
F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next
GHB401 - Press F10 to confirm update.

View data for a prior service month; change the month/year here.

The system totals Non Work First and Work First entries.

The new data entry form will look like this.

Record the count of children that remained on the waiting list at the end of the service month.

Enter data into fields for Work First and Non Work First and press Enter.

System will prompt for the F10 Save.