



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

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SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER NO. 02-13

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

FROM: Ron Byrd, Chief Subsidy Services Section *Ron Byrd*

RE: Guidance for Implementing the 2013 Income Eligibility Guidelines

DATE: July 19, 2013

This Administrative Letter No. 2-13 is to provide clarification for the implementation of Change Notice #2-13 that the Division recently issued for the 2013 Income Eligibility Guidelines that go into effect on August 1, 2013. The new guidelines may put some families that are currently being served over the income limit for eligibility. Local purchasing agencies are to follow the guidance in this letter regarding families who are currently receiving services in the Subsidized Child Care Program.

Families that are currently receiving services under the 2011 Income Eligibility Guidelines are to remain eligible until the end of their current eligibility period or they report additional income that places them over the 2013 income guidelines. The goal of the Division is to prevent early termination of services to families that are currently determined eligible and being served; to support families in making a smooth transition off of subsidy services; and to support continuity of care for the children.

If you have additional questions regarding the implementation of the new income eligibility guidelines, please contact Kim Miller at 919.662.4561, extension 7045 or by email at kim.miller@dhhs.nc.gov or Darrell Rouse at 828.349.3478, or by email at darrell.rouse@dhhs.nc.gov.

RB/AB

CC: Child Care Coordinators
North Carolina Partnership for Children, Inc.
Subsidy Section Staff

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