



North Carolina Department of Health and Human Services

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Pamela L. Shue, Director
Child Development and Early Education

SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #02-16 (Revised)

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

SUBJECT: Changes to Subsidized Child Care Assistance Program Policy

ISSUE DATE: March 31, 2016

EFFECTIVE DATE: April 1, 2016

The purpose of this Administrative Letter is to communicate changes to the Subsidized Child Care Assistance Program policy regarding:

Changing Providers
Parental Fee Adjustment
Post-Secondary Education and Skills Training

Changing Providers

1. General Information:

Current policy in Chapter 9. II. A. 4, allows parents receiving child care subsidy to have parental choice in who they wish to provide care for their child. Parents may ask to change child care providers if they discover that a program does not meet the needs of their child(ren). In local policy, the Local Purchasing Agency (LPA) may limit the number of times a family may change child care arrangements. Chapter 22. V. D. allowed for development of criteria by LPAs that limits the number of times a family may change child care providers. If the LPA establishes limits regarding the number of times a family can change providers, the limit must be clearly stated in the county's local policy.

2. Policies:

New policy states that LPAs can no longer limit the number of times a parent/responsible adult can change providers.

www.ncdhhs.gov • www.ncchildcare.nc.gov
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Location: 820 South Boylan Avenue • Raleigh, NC 27603
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3. Procedures:

If a parent or responsible adult decides that a program does not meet the needs of their child(ren), the child care worker should assist the family in making the changes to a new provider by issuing a new voucher. The eligibility period does not change although a new voucher is issued.

Child care workers are encouraged to assist parents or responsible adults with understanding how to choose high quality care that meets the need of their child(ren).

Parental Fee Adjustment

1. General Information:

Chapter 8. VI. B. states "Whenever the family's countable monthly income increases or decreases by \$100.00 or more during the current eligibility period, the LPA must recalculate the parental fee. If the monthly fee decreases by less than \$100.00, an adjustment is not required; however, the LPA may choose to reduce the fee to help the parent/responsible adult."

2. Policies:

New Policy requires the recalculation of parental fees for any increase or decrease in countable monthly income.

3. Procedures:

Recipients are to report any changes to child care worker as stated in the Recipient Responsibilities for Subsidized Child Care Services (DCDEE-0106). The child care worker must recalculate parental fees. The parental fee change and the date the change is effective must be documented on the Child Care Action Notice (DCDEE-0450), and sent to both the parent/responsible adult and the provider.

Any increase in parental fee will begin the first of the month following a 10 workday notice period after the change is reported. Any decrease in parental fee will begin in the month that the change is reported.

Post-Secondary Education

1. General Information

For post-secondary education, Session Law 2011 – 145 and Chapter 5. C. b. 1. requires child care services to be limited to a cumulative total of twenty months (20 months) when the individual is engaged in post-secondary education or skills training (e.g. welding certification, plumbing certification, Nurse Assistant certification). Current policy provides twenty (20) months for completion of post-secondary education. Chapter 5. C., states if the twenty (20) month limit occurs during a semester that the parent is enrolled, eligibility may be extended to the end of the semester to avoid disrupting the parent's participation in the post-secondary degree or skills training activity. Policy does not require twenty (20) consecutive months, but care will only be provided for the months during in which the parent/responsible adult is attending the educational program.

2. Policies:

New policy provides twenty (20) months of subsidized child care assistance for post-secondary education or skills training with no extension through the end of the semester.

3. Procedures:

Child care workers should encourage parents/responsible adults to review their educational plan and to set goals to complete educational and skills training programs in the allotted time frame. Parents/responsible adults must be prepared to make alternate arrangements to accommodate child care expenses for the remaining time needed to complete their program.

In order to come into compliance with Session Law 2011 – 145, child care workers must review current post-secondary education and skills training cases and issue 10 workday notices of termination to recipients who have reached their twenty (20) month time limit.

If you have questions about the information in this letter, or other Subsidized Child Care Assistance Program question, please contact dcdee.subsidy.policy.help@dhhs.nc.gov to reach technical assistance and policy consultation.

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela L. Shue". The signature is fluid and cursive, with the first name being the most prominent.

Pamela L. Shue

PS/KM