



**North Carolina Department of Health and Human Services**

Pat McCrory  
Governor

Richard O. Brajer  
Secretary

Pamela L. Shue, Director  
Child Development and Early Education

**SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #03-16**

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

**SUBJECT:** Changes to Subsidized Child Care Assistance Program Policies

**ATTENTION:** Child Care Coordinators, Supervisors and Managers  
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

**ISSUE DATE:** April 8, 2016

**EFFECTIVE DATE:** May 2, 2016

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

**Foster Care Cases:**

**1. General Information**

G.S. 143 B – 153 2(a) allows for subsidized child care without regard to income. Chapter 4, III A (3) allows for designated staff at DSS to sign child care application if services are needed to support Child Protective Services (CPS). Chapter 4, III B requires the designated DSS staff to sign application at the time of initial determination of eligibility as well as periods of redetermination; Chapter 7, III C (6) defines children in foster care as a unit of one (child only) and siblings are included in the unit. Current policy in chapter 9. III. C. 1, states that if child care services are being provided to support child protective services or the child is in DSS custody, the local purchasing agency may determine if the voucher should be signed by the parent or staff designated by the DSS Director.

**2. Policies:**

New policy requires that children in foster care be case head in their own case and the staff designated by DSS will sign the voucher. With sibling groups, the youngest child will be case head. As counties begin to enter cases into NC FAST, the youngest child will be entered first. If the family is divided, each child will be his own case head.

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncchildcare.nc.gov](http://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 27699-2200  
An Equal Opportunity / Affirmative Action Employer



**3. Procedures:**

When voucher is issued, it will be signed by DSS social worker or its designee.

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](mailto: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 a large initial "P" and "S".

Pamela L. Shue, Director