



Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

Deborah J. Cassidy, Director

Administrative Letter No.5-12

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

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

SUBJECT: Transitioning SCCRS from Payment Process to a Payment Authorization System

DATE: July 5, 2012

The purpose of this letter is to provide information needed to help you prepare for Phase II of SEEK roll-out. During Phase I, staff continued to use the existing data screens in Subsidized Child Care Reimbursement System (SCCRS) to enter case data about children and families. The SCCRS data entry screens have been revised for Phase II and will require the new data elements to be entered. Staff should start collecting the information for those new data elements now so that your county will be prepared for Phase II rollout to prevent data mismatches in SCCRS and SEEK.

All county staff entering data in SCCRS must have a RACFID. You may need to examine your internal processes and make changes that will allow caseworkers to have access to case numbers for new applicants at the time of application.

Following is a list of the new required data fields that must be collected now to be entered into SCCRS once SEEK Phase II is rolled out:

- School information including (School name, address, location, public, private, etc. and school calendars),
- Family case name and case number when adding a new case in SCCRS,
- SIS ID is required for every child,
- Each adult not receiving public assistance SCCRS will assign a temporary ID#,
- Mailing address information (street, city, state, zip) must be entered for every case.,
- County of residence must be entered,
- Citizenship information will be required for parents and children,
- Race, ethnicity and language information for children, parents, and responsible adults,
- Social Security numbers (optional),
- Relationship between the child and the case head must be entered,
- A yes or no indicator to specify that a child is part of two cases with joint custody.

Please share this memorandum with all staff in your agency working with subsidized child care. If you have questions about the information in this memorandum, please contact your subsidy services consultant.

DC:CM

cc: Child Care Coordinators
Subsidy Services Consultants