



## North Carolina Department of Health and Human Services

Pat McCrory  
Governor

Richard O. Brajer  
Secretary

Tamara Barnes, Interim Director  
Child Development and Early Education

### SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER #05-15

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

**SUBJECT:** Changes to Policies Regarding Pro-Ration of Parental Fees

**ATTENTION:** Child Care Coordinators  
Other DSS Personnel who work with the Subsidized Child Care Program

**ISSUE DATE:** September 29, 2015

**EFFECTIVE DATE:** October 1, 2015

The purpose of this Administrative Letter is to communicate changes to the Subsidized Child Care policy surrounding Pro-Ration of Parental Fees for Subsidized Child Care.

#### Parental Fees:

##### 1. Background

SECTION 12B.3.(b) of Session Law 2014-100 changed all parental fees to 10% of gross monthly countable income for all families who are required to share in the cost of care regardless of the family size or number of hours child care is provided.

Subsequently, Section 12B.2.(c) of Session Law 2015-241 revised parental fees for families who are required to share in the cost of care. Parental fees for part time care are 75% of the full time parental fee.

##### 2. Policies:

The following information is changed:

Chapter 8, V. Determination of the Parental Fee Amount, D. Parental Fees for Full-Time or Part-Time

Assess parental fees based on the following:

- a. When the child is enrolled in the same child care arrangement and care averages 32 or more hours per week, charge the parent the full parental fee.
- b. When the child is enrolled in the same child care arrangement and care averages 1 through 31 hours per week, multiply the parental fee by .75.

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov)  
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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:

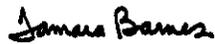
1. Staff will soon see new messages upon entry of parental fee amounts for part time care that are not 75% of the full time parent fee. These are warning messages but parental fees must be verified when receiving these messages:
  - a. Parent fee is less than 75% of full time fee
  - b. Parent fee exceeds 75% of full time fee.
  
2. A new Data Warehouse (DW) report is designed to help county workers identify children who are approved for Part-time Care (50% or 75% level of care); as indicated as Need Code 3 = 2 or 3, in the current month Payment record.

The path to the report is as follows:

- a. DW Public Folders/DHHS Main Document/DCD/Subsidized Child Care/Shared/2015-2016 Legislative Changes.
- b. The report is titled Children in Part-time Care.
- c. Child records are selected from the DAILY tables, grouped by Facility, and ordered (A-Z) by Facility Name, Child Age group, Child Last Name, First Name.

If you have questions about the information in this letter, or other Subsidized Child Care questions, 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,



Tamara Barnes, Interim Director