



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER No. 02-11

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

FROM: Deborah J. Cassidy, PhD *DJC*

ISSUED: July 7, 2011

SUBJECT: Limit for Post-secondary Education and Skills Training
Child Care Transportation Services
Registration Fees

EFFECTIVE DATE: July 1, 2011

The purpose of this letter is to provide guidance on changes to the Subsidized Child Care Program as required by the Special Provisions language in the Budget Bill for State Fiscal Year 2011-2012. The bill reduces the number of months child care services can be provided for post-secondary education and skills trainings to twenty (20) months and stipulates that subsidized child care funds will no longer be used to pay for child care transportation services or registration fees. **This policy is effective July 1, 2011.** Changes that are required are summarized below.

Chapter 5: Establishing Need and a Plan of Care

Child care services are now limited to a cumulative total of twenty (20) months when an individual is engaged in post-secondary education or skills training. Students who are currently enrolled in and attending the summer session but have surpassed the 20-month limit or will reach it during the summer session will be allowed to complete the summer session. The 20-month limit for post-secondary education or skills training must be discussed and entered on the Child Care Voucher for new eligible families.

Chapter 18: Child Care Transportation

This chapter is now obsolete and left blank intentionally. Please remove the contents from your manual; an explanatory page for Chapter 18 will be sent when the Change Notice is issued.

References to Transportation and Registration Fees

References to child care transportation and registration fees are made throughout the manual in Chapters 1-4, 8, 9, 10, and 16-24. These will be deleted as these chapters are updated.

Appendix A – Subsidized Child Care Forms

Forms DCD-0037, -0038, -0039, and 0404 are forms relating to transportation and should be removed from your manual. Until the forms can be revised, please line through references to transportation and registration fees on forms DCD-0040 (Forms Request), -0455 (Nonlicensed Home Checklist), -0456 (Application for Child Care Services), and -0458 (Private Paying Rates and Other Fees).

Registration Fees

The local purchasing agency is responsible for notifying parents/responsible adults and providers that annual registration fees will no longer be paid.

Issuing the Child Care Action Notice

Counties have the option of sending an explanatory letter to all parents who are currently receiving child care transportation services and services to support post-secondary education and skills training. The Action Notice can be included with the letter when appropriate to indicate the date that these services will end.

Transportation Services

The Child Care Action Notice (DCD-0450) must be sent immediately to give a 10-day notice to parents/responsible adults who are receiving transportation services and to their providers to terminate these services.

Child Care to Support Education and Training Leading to Employment

The Action Notice must also be sent at this time to some parents receiving services to support post-secondary education/skills training and their providers. The termination dates will vary:

- If the parent has already used 20 months of child care and is not currently enrolled in the summer session, services terminate June 30, 2011, unless the parent is eligible for child care under another need category.
- If the parent has already used 20 months of child care services but is currently enrolled in and attending the summer session, services terminate at the end of the summer session unless the parent is eligible for child care under another need category.
- If the parent will reach 20 months of service when enrolled in a semester of the academic year 2011-12, eligibility is extended to the end of the semester to avoid disrupting the parent's participation in the degree program or skills training activity.

If the parent will reach 20 months of service in the academic year 2012-13, no action is required at this time. The date the 20 months of service will end will be established at the annual redetermination of eligibility.

Please distribute this letter to your child care staff and all other agency staff who work with the Subsidized Child Care Program. If you have questions, please contact your Subsidy Services Consultant.

DJC/BC

cc: Child Care Coordinators
Subsidy Services Consultants
Program Compliance Consultants