



Child Development
and Early Education
HEALTH AND HUMAN SERVICES

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue
Director

October 6, 2016

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Numbers: SCCA DCDL 2016 - #05

Attention: Child Care Coordinators, Supervisors, and Managers

Subject: Procedures for Providers Submitting Private Paying Rate Changes

The purpose of this Dear County Director Letter is to communicate the procedures to follow when providers are submitting private paying rate changes.

Providers should continue to follow the current rate change policies regarding their private pay rates. These policies can be found in the Subsidized Child Care Manual, *Chapter 21. IV. Revisions in Rates*. **Until the first payment is made from NC FAST, providers are required to submit rate sheets to their local purchasing agency (LPA) and record rate changes in the NC FAST Provider Portal.** Upon the provider's first payment from NC FAST, providers will no longer be required to submit rate sheets to their LPA. Submission of private paying rate changes in the NC FAST Provider Portal will then be the only action required of providers for submitting rate changes.

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

Sincerely,

Pamela L. Shue, Ed.D.

This letter is intended for the local Department of Social Services and shall not be distributed to individual providers. Attachments to this letter marked for Providers shall be distributed to any or all providers.

Nothing ComparesSM

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NEWS from the NORTH CAROLINA

DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

Procedures for Providers Submitting Private Paying Rate Changes

Providers should continue to follow the current rate change policies regarding submitting private paying rate changes. These policies can be found in the Subsidized Child Care Manual, *Chapter 21. IV. Revisions in Rates*.

Until the first payment is made from NC FAST, providers are now required to submit rate sheets to their local purchasing agency (LPA) and record rate changes in the NC FAST Provider Portal.

Upon the provider's first payment from NC FAST, providers will no longer be required to submit rate sheets to the local purchasing agency (LPA).