

provider. Before processing the Application For Enrollment the child care social worker in the LPA can check the SCCRS to see if the out-of-county facility participates in the SCC program. Another option is for the child care social worker to call the Division's Data Management Unit at (919) 662-4561 to determine if the facility participates in the SCC Program. If the facility does not already have an Approval Notice, follow the steps described in this chapter. If the facility is already enrolled in the SCC Program, the LPA does not submit an Application For Enrollment to the Data Management Unit; however; the LPA may request either by e-mail or telephone that the county be listed as a contracting agency on the Approval Notice.

The county that is listed on the Application For Enrollment is the county that is responsible for making the payments. The rate will be the market rate or the private paying rate, whichever is lower, in the county in which care is provided.

III. PROCEDURES TO GENERATE AN INITIAL APPROVAL NOTICE

The following information must be entered on the Application For Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)). These procedures apply to all types of child care providers. A separate enrollment form must be completed for each site if the owner wishes to enroll multiple sites.

A. Completing the Application For Enrollment Form

1. Facility Name/License ID Number/Location Address

The name of the program (not an individual's name) must be listed on the Application For Enrollment to be a Provider of Subsidized Child Care (DCD-0451) and must be the same as the name printed on the license or Notice of Compliance. The provider's license or Notice of Compliance letter must be checked to verify the correct name and license ID number for the location address listed on the Application For Enrollment. The license ID number begins with the number of the county in which the child care program is licensed and has seven or eight digits, e.g., 0159001 (Alamance County).

If a printed copy of the license or Notice of Compliance is not readily available, the child care social worker can view the license on the DCD website at <http://ncchildcare.dhhs.state.nc.us/> or review the "Monthly Alphabetic Listing" (GH043) of regulated providers in NC-XPTR through computers connected to the state network. Refer to the **Subsidized Child Care Reimbursement Manual** for instructions on how to review the GH043.

2. Type of Arrangement

The LPA verifies that the correct type of arrangement is marked. However, if the type of arrangement is 'transportation only', 'provide care for children in my home', 'provide care in child's home', 'direct payment to parent' or the 'provider is out-of-state', the LPA is responsible for approving the arrangement and the application is not forwarded to DCD. These arrangements do not require Approval Notices in order to receive payment. Refer to [Chapter 17: Approval Process for Nonlicensed Homes and In-Home Care](#) and [Chapter 18: Child Care Transportation](#).

3. Rate Information

The provider **must** attach rate information to the Application For Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)). This may be a copy of the handout provided to private-paying parents describing the rates for all the types of care provided, including the rates for transportation and registration fees; or a copy of the rates as posted in the child care facility. If these are not available, the provider must complete the Private Paying Rates and Other Fees ([DCD-0458](#)).

NOTE: The provider **must** sign and date this child care rate form or any parent handout used to report rate information to the LPA.

4. Age Range

If the age range of the children for whom care is being provided is different from the age range on the license, the provider must indicate this on the application. The LPA should then instruct the provider to contact the Regulatory Services Section Licensing Consultant immediately to request a change in the age range on the license. The provider cannot serve children receiving subsidies in an unapproved age range until the discrepancy is corrected. If the provider's license must be changed to increase the age range of the license, the subsidy payment will be effective the date of the license change.

If an Approval Notice is issued with an age range that does not match the age range on the provider's license, the LPA **cannot make a payment**. The child care social worker must verify the correct age range and ask the provider to contact their Licensing Consultant if a change needs to be made on the license. If a change is needed, a corrected age range will appear on a new Approval Notice if the provider meets the applicable licensing requirements for the requested age range. In addition, the child care social worker should notify the Data Management Unit in the Subsidy Services Section of the discrepancy.

NOTE: If a provider has been approved to serve school-age children through age 12, a change in the age range on the license is not required when a provider serves children age 13 through 17. However, if over age 12 is not included in the age range on the Application for Enrollment to be a Provider of Subsidized Child Care (DCD-0451), the LPA must contact the provider to verify their ability to serve a child over age 12 and make a notation on the provider's application to include the age range of all children served. At the time of re-enrollment, the provider must include the age range of all children served. The LPA may ask the provider if serving a child over age 12 will place the provider out of compliance with child/teacher ratios and if the provider has age appropriate activities available for school-age children over age 12.

5. Hours of Operation

If the provider is licensed for and offers care for more than one shift or offers weekend care for any of those shifts, this should be included as a part of the provider's rate information. If the provider is licensed for more than one shift, this will be indicated on the Approval Notice. The Approval Notice will not indicate weekend care, but unless restricted by licensing, most providers are licensed to care for children seven days a week. Any restrictions will be indicated on the facility's license or Notice of Compliance.

6. Effective Date of Enrollment

If children receiving subsidies have already been placed with the provider and payment is needed, the child care social worker must indicate a retroactive date for payment on the Application For Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)) in the appropriate space. The retroactive date **cannot** be prior to the following:

- a. The date the child was determined eligible for subsidized care.
- b. The date the child was placed at the facility.
- c. The effective date of the Temporary License or the date in DCD's letter of response to a [Letter of Intent](#).

If a G.S. 110–106 program is operating under a Letter of Intent, the DCD's response letter to the Letter of Intent must be attached to the Application For Enrollment (DCD-0451).

NOTE: Even though a religious-sponsored facility can choose to enroll children receiving subsidies when operating under the DCD's letter of response to the Letter of Intent to operate, payment cannot be made until the provider has been issued a Notice of Compliance which indicates the

provider is now in compliance. If the provider cannot come into compliance, then payment cannot be made.

B. Information to Share with Provider during the Enrollment Process

The key to preventing fraud and inadvertent error is skillful interviewing during the initial application, re-enrollments, and when changes in the facility's status occur. The child care social worker therefore should ask the provider specific questions, evaluate her reaction, and document the responses. The questions are to be phrased in an understandable way and the provider must be given ample time to respond in her own words.

At provider application and re-enrollment, the child care social worker should:

1. Explain the obligation to provide timely, accurate and complete information regarding child care services.
2. Read and explain the Child Care Provider Agreement ([DCD-0452](#)) thoroughly. Answer any questions the provider may have and clarify any areas that need further explanation and obtain a signature.
3. Explain noncompliance issues and fraudulent misrepresentation and how sanctions can affect participation in the SCC Program.
4. Ask if the provider has been barred from participation in the SCC Program.
5. Remind the provider to notify the LPA if there are changes in ownership, administrative staff, location, age range, rates or if incorrect payments are discovered.

C. Final Processing Steps for LPA Staff

To complete the enrollment process, LPA staff must do the following:

1. Review the Application For Enrollment ([DCD-0451](#)) completed by the provider to determine if the required information has been provided and is correct.
2. Complete the gray sections of the form to include the name of the child care social worker, the county requesting enrollment, and the date on which the provider needs to be enrolled in the SCC Program.

NOTE: The application cannot be processed by DCD if the effective date of enrollment is not included.

3. Submit a copy of the Application For Enrollment (DCD-0451) to the Subsidy Services Data Management Unit at:

Data Management Unit, Subsidy Services Section

Division of Child Development

2201 Mail Service Center

Raleigh, NC 27699-2201

Courier # 56-20-17

4. Maintain the original Application For Enrollment (DCD-0451) and the provider's private paying rates in an agency file and, if applicable, sliding fee scale(s) and policy(ies) and scholarship program information.
5. Maintain a copy of the signed and dated Child Care Provider Agreement ([DCD-0452](#)) along with a copy of the LPA's local policies in the provider's file. These forms are **NOT** mailed to DCD.

To prevent mailing duplicate forms and making multiple phone calls, it is recommended that the LPA designate one worker to forward the Application For Enrollment (DCD-0451) to DCD or to make calls to follow-up on the processing of the Application For Enrollment (DCD-0451) or [Approval Notices](#). Inquiries regarding Approval Notices should be directed to the appropriate Data Manager in the Subsidy Services Section. The LPA should allow at least two weeks from the date the Application For Enrollment (DCD-0451) was mailed for an Approval Notice to be processed or to call to check on the status of the Approval Notice.

6. Refer to the **Subsidized Child Care Reimbursement Manual** for instructions for viewing and downloading the Approval Notice from the **Subsidized Child Care Reimbursement System**.

IV. PROCEDURES TO GENERATE A REVISED APPROVAL NOTICE WHEN A CHANGE OCCURS

A. Change in Type of Child Care Operation