



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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Deborah J. Cassidy, Director

SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER No. 01-10

TO: Directors of County Depts of Social Services
Directors of Local Purchasing Agencies

FROM: Deborah J. Cassidy, Ph.D. *[Signature]*

ISSUED: November 10, 2010

SUBJECT: Revisions to Subsidized Child Care Reimbursement System

EFFECTIVE DATE: September - October 2010 Payment Month

The purpose of this memo is to provide information about changes related to the Subsidized Child Care Reimbursement System that are being implemented for State Fiscal Year (SFY) 2010-2011. Please retain this memo with your electronic and/or paper copy manual until a change notice is issued with updates to the Subsidized Child Care Reimbursement Manual.

I. Close Out Confirmation

The SCC Close Out Confirmation screen was modified to allow county staff to view the close out confirmation details – the user performing the closeout and the date performed – for both Part A and Part B. See page 2 of this letter. This change became effective September, 2010.

Select Option (9) Administrative Menu from the SCC Main Menu.

From the Administrative Menu, select Option (12) Close Out Confirmation and press "Enter" (without keying data into the additional fields) to view the close out confirmation information for the most recent month. To view information for a previous month, select Option (12) – tab past the "Key" field and enter the month and year in the appropriate fields to retrieve the information you wish to view; press "Enter".

GHB0101M TEST SUBSIDIZED CHILD CARE REIMBURSEMENT 06/24/10
 02670001 ADMINISTRATIVE MENU 14:45:56
 CUMBERLAND COUNTY PART A ACTIVE PART B

OPTION	DESCRIPTION	KEY
(1)	PURCHASER CLOSE OUT	NONE (PART A & B = Y)
(2)	PURCHASER UPDATE	NONE
(3)	STATE CLOSE OUT	NONE
(4)	IP MONITORING CASE LIST	NONE (SERV. YYYY & MM OPTIONAL)
(5)	IP CORRECTIVE ACTION CASE LIST	NONE (SERV. YYYY & MM OPTIONAL)
(6)	IP MONITORING CASE	NONE (FAMCASE, YYYY & MM OPTIONAL)
(7)	IP MONITORING INFORMATION	NONE
(8)	DAILY CLOSEOUT LIST	NONE
(9)	SERVICE DAYS UPDATE	NONE
(10)	MARKET RATE	NONE
(11)	CASE WORKER UPDATE	NONE
(12)	CLOSE OUT CONFIRMATION	NONE (CLOSEOUT YR & MTH OPTIONAL)
(13)	XPTR/DATA WAREHOUSE/TE HELP	NONE
(14)	INTERACTIVE SERVICES MENU	NONE

SELECTION: 12 KEY: _____ YEAR 2010 MONTH 01
 F KEYS: 1=help 3=Exit 4=Main Menu

GHB6701M TEST SUBSIDIZED CHILD CARE REIMBURSEMENT 02/19/10
 02600425 HISTORICAL CLOSE-OUT CONFIRMATION 11:19:39
 JANUARY 2010

PART A
 "Child care program data has been entered for payment processing month.
 Close out is authorized."
 PURCHASING AGENCY OFFICIAL: _____
 DATE: 02/15/2010
 PRINT WORK SHEET FOR NEXT MONTH'S PROCESSING (Yes OR NO) Y

County worker who performs Part A close out will appear here.

PART B
 "I declare that all costs shown in the Subsidized Child Care Reimbursement System have been incurred in connection with official duties of the County Department of Social Services and that costs submitted are recorded on the official County Financial Records as an expense, and that same are true and correct to the best of my knowledge and belief."

FINANCE OFFICER/DELEGATED AUTHORITY: _____
 (Person who has verified that payments have been made)

County worker who performs Part B close out will appear here.

DATE: 02/19/2010
 F KEYS: 1=Help 3=Exit 4=Main Menu CUMBERLAND COUNTY
 GHB703- Purchaser close out data for date selected is displayed.

II. Race, Gender, Language, Ethnicity, Lives with Relative/Relative Type (i.e. "which relative"?), & Joint Case Indicator

The Child Demographic Detail portion of the Child/Payment screen below has been modified as follows, effective September 2010:

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GHB7301M TEST          SUBSIDIZED CHILD CARE REIMBURSEMENT          06/22/10
02670001              CHILD DEMOGRAPHIC DETAIL          17:16:58
LAST NAME              FIRST NAME              MI              VIEW FAMILY DATA
DCS ID                EIS ID                  EIS CASE
DOB                  RACE                    ETHNICITY        GENDER          LANGUAGE
FAMILY CASE          ELIGIBILITY BEGIN      END
JOINT CASE IND       NO. RESPONSIBLE ADULTS  MONTHLY INCOME
COUNTY 26 CUMBERLAND INCOME UNIT SIZE      LIVES WITH RELATIVE/TYPE
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CHILD PAYMENT DETAIL
FACILITY M2610403 'KAREN FOR KIDS'
SERVICE MONTH      2010 02 FEBRUARY      PROVIDER 261508 KAREN A KEEFER
MONTHLY PAYMENT RATE MONTH PAYMENT REQUESTED 02 FEBRUARY
MONTHLY PARENT FEE  FEE BEGINS           SERVICE AMOUNT
SERVICE DAYS       20 PARTIAL           PARENT FEE AMOUNT
                    PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y          SS QUALITY BONUS (Y/N) Y
SPECIAL FEES              FUND SOURCE
RATE GROUP                CLIENT STATUS
CATEGORY CD              MORE @ FOUR (Y/N)
NEED CODE                W/E RATE (Y/N) N CORR CD
NEW CLIENT CD            ENHANCEMENT CD
F KEYS: 1=Help  3=Exit  4=Main Menu
GHB154- Enter all required data and press ENTER to perform add function.
  
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The look and function remain relatively the same; however, users will see changes related to the following data fields: Race, Gender, (Preferred) Language, Ethnicity, Lives with Relative/Relative Type (i.e., "which relative?") and Joint Cases Indicator. Data entry of a new child care payment will require that data be recorded in all of these fields, and null (blank) values will no longer be accepted.

Race, Ethnicity, Language and Gender are all identify-attributes associated with the child. Each field must have a selection entered. In the data entry process, a user can call a "prompt" by entering "?" in these fields (except Gender). This will trigger a selection box to be displayed where the user can navigate with the arrow keys and select a description by placing "S" (Select) next to the proper value.

Acceptable code values for these fields are provided below.

Race

- A Asian
- B Black
- I American Indian or Alaska Native
- N Native Hawaiian or Pacific Islander
- W White

Ethnicity

- N Not Hispanic or Latino
- U Unreported
- C Hispanic Cuban
- H Hispanic Other
- M Hispanic Mexican American
- P Hispanic Puerto Rican

Gender

Users must enter M (male) or F (female)

Language

EN ENGLISH	HI HINDI	PO POLISH
SP SPANISH	HM HMONG	PG PORTUGESE
AR ARABIC	HU HUNGARIAN	PC PORTUGESE
CA CAMBODIAN	IT ITALIAN	CREOLE
CH CHINESE	JA JAPANESE	RU RUSSIAN
FR FRENCH	KO KOREAN	SC SERBO-CROATION
FC FRENCH CREOLE	LA LAOTIAN	TA TAGALOG
GE GERMAN	MI MIAO	TH THAI
GR GREEK	MK MON-KHMER	UR URDU
GU GUJARATI	PE PERSIAN	VI VIETNAMESE
		OT OTHER

Joint Case Indicator – This field must be entered as “Y” or “N”. When children are served under two family case numbers – due to divorce or other extenuating circumstances – Reimbursement Workers are now required to identify that occurrence by entering “Y” in the new field “Joint Case Indicator”. This indicator should be reflected in the payments associated with both of the child’s parents and/or guardians (or the child’s “primary” and “secondary”

cases). When a child receives care under a single family case number, the Reimbursement Worker will enter "N" into this field.

Lives with Relative – Users are required to enter "Y" or "N" to indicate whether or not the child lives with one of his or her relatives. Additionally, the "Relative Type" must now also be entered. Choices are as follows:

Lives with Relative = Y	Lives with Relative = N
P Parent G Grandparent O Other Relative D Foster Care – Grandparent E Foster Care – Other Relative	C Child Care Provider F Foster Parent N Non-Relative

Users may enter "?" in the Relative Type field to trigger a selection / reminder box of valid values.

Beginning September 1, 2010, data entry of new and/or updated payment records (changing: fund source, payment rate, child's rate group, etc.) now also require an update to the aforementioned fields. A prompt/reminder will display for the Reimbursement Worker if any required fields are missing data when the "Save" is performed.

Payments that do not require an update and are left "untouched" will be allowed to "roll forward" each month until the January 2011 payment month. At that time, all payments missing required information will be placed on the county's "Needs Attention" list and the county will not be allowed to perform the end-of-month closeout until all required data has been entered.

III. Private Payment Rates

a. Access to Information

From SCC Main Menu, select Option (3) Approval Notice Menu, then Option (5) Calculator for Entering Private Paying Rates. Recently, the information about a given facility's private payment rates was only available to workers associated with the facility's county-of-origin Purchaser, or with a contracted county Purchaser. This modification will allow all Reimbursement Workers with Inquiry rights to view the private rates for any facility, any county.

The Private Payment Rates screen will also implement a new informational message designed to assist users with their use and understanding of the form and function of the Private Payment Rates screen.

The message will display immediately after Option (5) is selected, as follows:

Private Payment Rates

The private pay rates for any facility may only be saved and/or updated by Purchaser staff in the facility's county of origin.

Purchaser staff with other counties considering the selection of an out-of-county facility for childcare may view the private rates for that facility – simply enter the facility ID number in the appropriate field.

If the county of origin has not recorded the private rates, another county may enter them in order to trigger the calculator function (converting weekly rates to monthly rates). The results on the rates page can then be printed, but will not be saved.

The Private Pay Rate screen is available as a convenience. The payment rates recorded (or the lack of payment rates) do not affect a worker's ability to create actual payment records for a child's care.

Updates in the payment rates do not change payment invoices already added for the facility.

Press "Enter" to Continue
Thank you

b. Transportation Rates

Corrections to the Private Payment Rates screen will also return the capability so that Reimbursement workers are able to the private transportation rates for a facility in their county. This is an important feature because it allows all staff who review a facility's rates to know whether transportation services are offered.

c. Correcting Data Entry Errors

Lastly, additional corrections to the Private Payment Rates screen will allow workers to correct payments rates previously entered in error. This update also includes the ability to remove rates for a specific age group, when the facility's approval notice has been modified and an age group's rates no longer apply.

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November 5, 2010
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Please share this information with all staff in your agency that use the Subsidized Child Care Reimbursement System to query for information or make payments to providers. A copy of this memorandum must be maintained in your SCCRS Manual. Questions regarding the system changes should be directed to one of the following Information Management Specialists in the Division.

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Information Management Services Unit
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(919)890-7008

Tye Ricks, Administrative Officer
Information Management Services Unit
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(919-890-7090)

DJC/CC

cc: Carol Carnley
Tye Ricks
Child Care Coordinators
Reimbursement Personnel
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