

# SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM

## Waiting List Local Policy Template

*This template is a guide that may be used when developing your local waiting list policy.*

### I. [COUNTY NAME (insert your county name)] WAITING LIST LOCAL POLICY

[County Name] will monitor placement of children in care when there are insufficient funds, insufficient child care providers, or insufficient staff by prioritizing the services for all eligible families.

[County Name] will maintain the waiting list in NC FAST.

[County Name] will be responsible for conducting the waiting list survey twice per year in March and September.

[County Name] will allow 30 calendar days for families to respond to the waiting list survey.

[County Name] will notify the family in writing, informing the family that they may apply for services.

[County Name] will prioritize services to the following populations in the order below (this is just an example):

1. Care to support Child Protective Services (CPS).
2. Children in Foster Care (FC).
3. Care to support Child Welfare Services (CWS).
4. Work First Family Assistance participants with a signed Mutual Responsibility Agreement (MRA).
5. Non-Work First Family Assistance recipients to support their employment.
6. For teen parents aged 19 and under who are still in high school or attending a Community College to obtain their General Education Development (GED) or Adult High School Diploma (AHS).
7. Families needing childcare to support training leading to employment and post-secondary education who are not teen parents.

### II. VULNERABLE POPULATIONS SET-ASIDE

[County Name] will set aside the required 4% set-aside funds to serve families with children identified as a vulnerable population, which includes children with special needs and families experiencing homelessness. **(County should indicate the percentage they will set aside if they set aside greater than the 4% required amount.)** If the set-aside amount is encumbered, populations already being served will be served with funds in the regular subsidy allocation. [County Name] will continue to serve new children who apply and are in one of these vulnerable populations, as long as the regular subsidy allocation is

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not at risk of being overspent. If necessary, children in one of these vulnerable populations must be placed on a separate waiting list.

**III. REDUCING SERVICES**

If childcare cases are in jeopardy of termination due to potential lack of funding, [County Name] will contact DCDEE for further guidance.

*This policy is passed and adopted by the governing board (Social Services Board or County Official) \_\_\_\_\_ County, State of North Carolina, this \_\_\_ day of \_\_\_\_\_ (month) of (year) 20\_\_.*

\_\_\_\_\_  
DSS Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Services Board Chair

\_\_\_\_\_  
Date