




NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development and Early
Education

JOSH STEIN • Governor
DEVPUTTA SANGVAI • Secretary
CANDACE WITHERSPOON • Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #25-02

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Candace Witherspoon Director, Division of Child Development and Early Education 

SUBJECT: Revisions to the Subsidized Child Care Assistance Program Policy Manual

ISSUE DATE: April 11, 2025

The purpose of this Change Notice is to communicate changes in the Subsidized Child Care Services Policy Manual Chapter 4, pg. 12 and pg. 24, Chapter 11, pg. 10, and DCDEE Forms. These changes are effective March 31, 2025.

Policy in Chapter 4, XI. B. pg.12 has been revised to state the following:

“The DSS/LPA has 30 calendar days from the date the signed application is received by an agency to determine eligibility. If eligibility is not determined within 30 calendar days, the application is denied. Failure by the applicant/recipient to provide the required information to determine eligibility within 30 calendar days is an allowable reason for the application to be denied. **However, a signed application must not be denied for failure to provide verification prior to the 30 calendar days. If the 30th calendar day falls on a weekend day, holiday, or agency closure, the worker must process the signed application on the last business day prior to the 30th calendar day.**”

Policy in Chapter 4 XII. H. 2. pg. 24 has been revised to state the following:

“If a child is no longer in foster care and is not under the legal custody of the County DSS, SCCA services must continue through the end of the certification period. The child care worker must end-date Program Referral evidence to ensure the correct fund source is used.

The address must be updated in NC FAST to reflect the new custodial family's address. If the custodial family's address is located in a county different from the county that had custody of the child, the case must be transferred to the custodial family's county of residence. The transferring county must document the SCCA case thoroughly.”

Policy in Chapter 11 III. D. 2. pg. 10 has been revised to state the following:

“If a child is no longer in foster care and is not under the legal custody of the County DSS, SCCA services must continue through the end of the certification period. The child care worker must end-date Program Referral evidence to ensure the correct fund source is used.

The address must be updated in NC FAST to reflect the new custodial family's address. If the custodial family's address is located in a county different from the county that had custody of the child, the case must be transferred to the custodial family's county of residence. The transferring county must document the SCCA case thoroughly.”

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

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DCDEE Forms

DCDEE-0474 SCCA Verification of Child Support form was inadvertently not attached to the Change Notice #25-01 communication, DCDEE-0474 has been attached to this communication.

To provide clarification, the word “sample” has been removed from the following forms listed below. Use of these forms is **optional**; however it does not eliminate the requirement for workers to follow applicable SCCA policies and procedures.

Chapter 4

DCDEE-0465 Foster Care, CPS, CWS Referral

DCDEE-0466 SCCA Request for Information

DCDEE-0473 SCCA Narrative and Documentation Form

Chapter 11

DCDEE-0468 Waiting List Notice

Chapter 7

DCDEE-0474 SCCA Verification of Child Support

Revised policies can be identified in red text and will remain red for 30 calendar days following the issuance of a change notice. After the 30th calendar day the revised policy language will revert to black text.

This Change Notice and revised policy is available on the Department’s website at <https://policies.ncdhhs.gov/divisional/child-development/child-care-subsidy-services/policies>. It is the responsibility of the DSS/LPA to ensure that all staff is aware of the revised policy in the SCCA Program Policy Manual. If you have questions regarding the SCCA Program Policy Manual, please address these questions to your Subsidy Technical Assistance Consultant.

Attachments