

SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM

Waiting List Local Policy Template

I. [YOUR COUNTY NAME] COUNTY WAITING LIST LOCAL POLICY

_____ County 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 will maintain the waiting list in NC FAST.

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

_____ County will allow 30 calendar days for families to respond to the waiting list survey.

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

_____ County 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.
8. Siblings (including newborns) added to an ongoing childcare case.

II. VULNERABLE POPULATIONS SET-ASIDE

_____ County 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 will continue to serve new children who apply and are in one of these vulnerable populations, as long as the regular subsidy allocation is not at risk of being overspent. If necessary, children in one of these vulnerable populations must be placed on a separate waiting list.

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III. REDUCING SERVICES

If childcare cases are in jeopardy of termination due to potential lack of funding, _____ County 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__.