

Subsidized Child Care Assistance Program Policy Manual

Chapter 4. Application, Eligibility Determination & Documentation

REVISED 03/31/2025

If the new foster family does not have a need, the child care worker must confirm with the new foster family as to whether they would like to continue services. If the new foster family declines child care, **the Plan of Care evidence must be end-dated, and the case will remain open through the end of the certification period.**

If the new foster family does not decline child care, the worker must allow services to continue through the end of the certification period. This information must be clearly documented in the case notes.

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.

At the end of the certification period, the foster care subsidy case must be closed, and the foster family has the choice to apply for services. The recertification packet may be submitted and used as a new application document. The new application must include the custodial adult or adoptive parent as the case head. The custodial adult or adoptive parent must meet all initial income and need eligibility requirements at that time. If the custodial adult or adoptive parent applies by the end of the child's 12-month eligibility period and is approved, the custodial adult or adoptive parent must not be placed on a waiting list.