



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

**ROY COOPER** • Governor  
**KODY H. KINSLEY** • Secretary  
**ARIEL FORD** • Director

**SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM POLICY MANUAL – CHANGE NOTICE # 02-24**

TO: County Departments of Social Services  
 Other Local Purchasing Agencies

FROM: Ariel S. Ford Director, Division of Child Development and Early Education *Ariel S. Ford*

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

ISSUE DATE: February 13, 2024

The purpose of this Change Notice is to communicate changes in the Subsidized Child Care Assistance Program Policy Manual. These changes are effective February 13, 2024. The changes are summarized below.

<u>Chapter/Section/Topic</u>
<b>Chapter 10 Local Options and Waiting List Policies</b> <i>Chapter name changed.</i>
<b>Chapter 10 I. Chapter Overview</b> <i>Revised Section I. Chapter Overview.</i>
<b>Chapter 10 II. Local Policy Options</b> <i>Section II. Requirements renamed to II. Local Policy Options. Section II. revised.</i>
<b>Chapter 10 III. Waiting List Policies</b> <i>Section III Procedures renamed to III. Waiting List Policies. Section III. revised.</i>
<b>Chapter 10 III. D. Conducting the Waiting List Survey</b> <i>Policy change regarding frequency for conducting waiting list surveys and timeframe to return the survey.</i>
<b>Chapter 10 IV. Local Policy and Waiting List Plans</b> <i>New section. Added a list of required items to be included in local plans. Policy change regarding how often waiting list policies must be submitted to DCDEE.</i>
<b>Chapter 10 Attachment 2</b> <i>New attachment added – Waiting List Local Policy Template.</i>
<b>Chapter 18 – Local Policy Options</b> <i>Chapter 18 – Local Policy Options has been removed. Content from Chapter 18 has been merged with Chapter 10 – Local Options and Waiting List Policies.</i>
<b>Chapter 19 – Fraudulent Misrepresentation, Improper Payments, Sanctions, and Appeals</b> <i>Chapter 19 is now Chapter 18 – Fraudulent Misrepresentation, Improper Payments, Sanctions, and Appeals.</i>

The DSS/LPA is responsible for ensuring all staff are aware of policy changes to the Subsidized Child Care Assistance Program Policy Manual. If you have staff who do not receive our emails regularly, you can request to add them by emailing Deidre Cater at [deidre.cater@dhhs.nc.gov](mailto:deidre.cater@dhhs.nc.gov). If you have questions regarding the Subsidized Child Care Assistance Program Policy Manual, please address these questions with your Subsidy Technical Assistance Consultant or through the Subsidy Policy Help Desk at [dcdee.subsidy.help@dhhs.nc.gov](mailto:dcdee.subsidy.help@dhhs.nc.gov).

Enclosures

AF/RS

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

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