



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 # 01-24**

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 4 V. Who can Apply for Services, D.</b> <i>Policy clarification regarding application signatures.</i>
<b>Chapter 4 XII. Application Process, G. Applications for Foster Care, a. Foster Care Referrals &amp; Evidence</b> <i>Policy clarification regarding Foster Care Referrals.</i>
<b>Chapter 5 III. Authorizing Care According to the Need for Care, B. Child Care to Support Employment, Seeking Employment, and Job Training for Employment, 1. Guidelines for Full-Time Employment</b> <i>Policy Clarified regarding care received from more than one provider.</i>
<b>Chapter 5. VIII. Schedule Varies vs. Set Schedule</b> <i>Policy clarification regarding varying schedules.</i>
<b>Chapter 5. IX. Calculating the Plan of Care</b> <i>Policy clarification regarding plan of care calculation.</i>
<b>Chapter 5. XI. Verifications 1. Acceptable sources of verification</b> <i>Policy clarification regarding CPS/CWS verification.</i>
<b>Chapter 5. XIII. Scenarios</b> <i>Scenario # 3, #4, #6, #8 have been revised.</i>
<b>Chapter 6. VI. Redetermination of Children with Special Needs</b> <i>Policy clarification regarding supplemental payment evidence.</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/LD

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

LOCATION: 333 East Six Forks Rd • Raleigh, NC 27609  
 MAILING ADDRESS: 2201 Mail Service Center, Raleigh, NC 27699-2200  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-814-6300 • Fax: 919-715-1013

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER