

**HOW TO APPEAL A
SUBSIDY ACTION**

You may appeal a Subsidy Action issued by the Division of Child Development and Early Education (Division) to the State Subsidy Services Appeals Panel by submitting a written notice of appeal in accordance with 10A NCAC 10 .1205 **within thirty (30) calendar days** of receipt of the Subsidy Action. To file an appeal of the Division's Subsidy Action, follow the directions below:

Step 1- Request a Subsidy Appeal Form:

Contact the Division at 919-814-6380 to request a Subsidy Appeal Form or download a copy of the Subsidy Appeal Form online <https://policies.ncdhhs.gov/divisional-a-m/child-development-and-early-education/subsidized-child-care-assistance/scca-forms/>

Step 2- Complete the Subsidy Appeal Form:

Once you have the form, fill out the entire form.

Step 3- Submit copies of the completed Subsidy Appeal Form and supporting documentation:

You must include supporting documentation you would like the State Subsidy Services Appeal Panel to consider *with* your Subsidy Appeal Form.

Send by certified mail or overnight express mail *or* hand-deliver the Subsidy Appeal Form and your supporting documentation to:

**North Carolina Division of Child Development and Early Education
SUBSIDY APPEALS COORDINATOR**

Mailing Address: 2201 Mail Service Center, Raleigh, NC 27699-2200

Physical Address: 1915 Health Services Way, Raleigh, NC 27607

**SUBSIDY
APPEAL FORM**

Your name: _____

Your address: _____
(Street/P.O. Box) (City) (State) (Zip)

Facility Name: _____

Facility Owner: _____

Facility ID #: _____

Telephone Number: _____

Email Address: _____

Check who took the action against your facility.

- The Local Purchasing Agency/Department of Social Services
- DCDEE

Select the type of Subsidy Action taken against your facility.

- Determination of Non-Compliance
- Subsidized Childcare Overpayment
- Notice of Sanction

Supporting documentation is included

Supporting documentation is not included

By signing below, I am requesting an appeal for the above
action.

Signature _____

Date _____

Remember to attach supporting documentation. DO NOT SEND ORIGINALS

For DCDEE use only:

Received by:

Date:

DCDEE-0463
2025-10