



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

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
CANDACE WITHERSPOON • Acting Director

September 30, 2024

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2024 - #07

Attention: Directors of County Departments of Social Services
 Directors of Other Local Purchasing Agencies
 Child Care Coordinators
 Other DSS Personnel who work with the Subsidized Child Care Assistance Program

Subject: North Carolina’s Child Care and Development Fund (CCDF) Error Rate Review for the reporting period October 1, 2023, through September 30, 2024

Every three years, the Division of Child Development and Early Education (DCDEE) completes a Federally required Error Rate Review (also known as Improper Payments or IP) to meet requirements of the following:

- Payment Integrity Information Act of 2019 (PIIA)
- Improper Payments Elimination and Recovery Act of 2010 (IPERA)
- The Improper Payments Elimination and Recovery Improvement Act of 2012 (IPERIA)
- Executive Order 13520 – Reducing Improper Payments – 2009

Program Compliance Unit staff at DCDEE will begin reviewing case records in November 2024 to complete reporting requirements for this Error Rate Review cycle. Twenty-three (23) randomly selected cases will be reviewed for each service month between October 2023-September 2024 resulting in a total of two hundred seventy-six (276) records reviewed. The review schedule is below.

<u>Service Month</u>	<u>Review Month</u>	<u>Records Requests</u>
October 2023-December 2023	November 2024	October 2024
January 2024-March 2024	January 2025	December 2024
April 2024-June 2024	February 2025	January 2025
July 2024-September 2024	March 2025	February 2025

One or more records for this review may be selected from your county. In addition, records may be selected in one or more service months that may result in more than one records request as indicated above. Staff from the DCDEE Subsidy Services Section will notify your agency via email if records are needed for cases selected from your county. Please note these requests will begin in October 2024 and continue through February 2025. Again, you may receive multiple requests according to the schedule above. A face sheet will be sent to assist your staff with uploading needed case information in NC FAST if documents are not already scanned into NC FAST. The face sheet should be used to note the location of documents in NC FAST for reviewers.

DCDEE reviewers complete case reviews in NC FAST to determine if an improper payment occurred. With current functionality, DCDEE staff can request feedback, additional information and/or documentation, from caseworkers during the review process. It is crucial to the successful implementation of this Federally required review that staff be prepared to respond timely to initial and subsequent requests for feedback on cases in the sample from DCDEE staff. After the review period and completing Federal reports, DCDEE will be in communication regarding correction of any errors identified during the case reviews, which may include paying back county responsible overpayments.

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 • TEL: 919-814-6300 • Fax: 919-715-1013

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The information in this letter will help you be prepared to respond timely to requests for records if your agency has one or more cases drawn for the random sample for this Error Rate Review cycle. If you have questions about the information in this letter, please contact Wanda Hopkins, Program Compliance Lead Worker, at wanda.hopkins@dhhs.nc.gov, or Kim Miller, Senior Subsidy Compliance Manager, at kim.miller@dhhs.nc.gov.

If you have other questions about the Subsidized Child Care Assistance program, please contact your county's Subsidy Technical Assistance Consultant.

Sincerely,

A handwritten signature in black ink that reads "Candace Witherspoon". The signature is written in a cursive style with a large initial "C".

Candace Witherspoon