



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

October 3, 2024

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2024-#08

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: September 2024 Roster Submission

The purpose of this Dear County Director Letter is to communicate how child care providers in the state report attendance for the month of September 2024.

In an effort to assist with the damage and devastation caused by Hurricane Helene, DCDEE is prepared to make full payments based on children's attendance prior to the hurricane for providers who provided subsidized child care assistance during September 2024.

- Roster submission for September services will continue on its regular schedule which is September 30th – 9pm on October 5th.
- For providers unable to submit September rosters, all children with active and valid vouchers will automatically be marked Present for all days where attendance is missing.
- Rosters will automatically be submitted after attendance has been marked as Present by NC FAST.
- Providers do NOT have to take action in order for this to happen.
- The systematic attendance and submission of rosters will be executed by a batch process by NC FAST on October 5th after 9pm.
- If Provider Closure is configured for any of the days, they will automatically be recorded as 'Provider Closure' instead of 'Present'
- Temporary Suspension, Exemption and Terminated children's attendance will also be marked as Present.

The system will not consider any prior month's rosters (any months prior to September 2024) which are not in submitted status. This process is only applicable for the service month of September 2024.

Any unsubmitted rosters for service months prior to September 2024 must be submitted by the provider in order to receive payment for those previous service months.

If you have questions about the information in this letter, please reach out to your Technical Assistance Consultant.

Sincerely,

Candace Witherspoon

CW/DP

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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