



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

JOSH STEIN • Governor
DEVPUTTA SANGVAI • Secretary
CANDACE WITHERSPOON • Director

June 19, 2026

Dear County Director of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2026 - #06

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: Eligibility Start Date Clarification

The purpose of this Dear County Director Letter is to provide clarification regarding the start date of eligibility. Change Notice #26-03, sent out on April 30, 2026, Effective 5/24/26, states: *"The 12-month eligibility period will start on the date the application is approved, and the applicant/recipient is determined eligible for the SCCA program. This will ensure that every recipient receives a full 12 months of eligibility."*

The date the application is received may not necessarily align with the start date of the voucher. The voucher start date can be as early as the date the child is deemed eligible, i.e., when the worker applies the changes, and the case moves into Approved status.

For example, an application is received in the agency on June 5, 2026, and the child care worker does not process it for approval until June 10, 2026. The start date of the applicant/recipient's eligibility period and the start date of the voucher would be June 10, 2026, if the applicant/recipient has selected a facility. If the applicant/recipient has not selected a provider, the voucher cannot be generated until the applicant/recipient has selected a facility.

If a voucher needs to be backdated for any reason, child care workers must email Andrea Facer at andrea.facer@dhhs.nc.gov for approval. The request must include all detailed information explaining why the voucher should be backdated. Child care workers should not submit a help desk ticket, Ms. Facer will submit a ticket to the Help Desk on the county's behalf, if the request is approved. Please refrain from submitting multiple emails, regarding the same case, to Ms. Facer.

If you have questions about the information in this letter or inquiries related to the Subsidized Child Care Assistance Program, please request a consultation with your Subsidy Technical Assistance Consultant.

Sincerely,

Candace Witherspoon

CW/LD

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