



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

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**ANNA CARTER** • Director

November 14, 2018

**Dear County Directors of Social Services and Local Purchasing Agencies**

**Letter Number:** SCCA DCDL #09-18

**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:** **Waiver of Parental Fees for service months November 2018 – January 2019  
In 3 Additional Counties Impacted by Hurricane Florence**

The purpose of this Dear County Director Letter is to communicate how parental fees will be paid to child care providers in Chatham, Durham, and Guilford counties now that they have been designated as Individual Assistance counties due to the impacts of Hurricane Florence.

In addition to the first 31 designated counties, the Division of Child Development and Early Education (DCDEE) is waiving parental fees for families in Chatham, Durham, and Guilford counties for service months November 2018 through January 2019. Families and providers have been notified of this waiver.

This means that even though families are responsible for the subsidized child care parental fee, they are exempt from paying it for these three service months. DCDEE will make full payments to providers which will include the parental fee. This will ensure that providers continue to receive full payment based on the children's attendance during these months. If parental fees have already been paid for the service month of November, DCDEE has asked providers to please work with these families by providing refunds or credits back to the family.

Going forward, child care providers are not to collect parental fees from families for the months of December 2018 and January 2019. For all new cases entered on or after 12/2/2018, the case worker will have to create a manual adjustment to make the parental fee zero. There will have to be a manual adjustment entered for each service month that the parental fee is waived. All three adjustments can and should be entered into NC FAST at the time of the application. The job aid for manual parent fee adjustment provides steps and guidance on how to make these manual parental fee adjustments within NC FAST.

If you have questions about the information in this letter, or other Subsidized Child Care Assistance Program questions, please contact [dcdee.subsidy.policy.help@dhhs.nc.gov](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov) to reach technical assistance and policy consultation.

Sincerely,

Anna Carter

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

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