

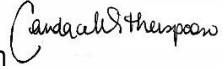


NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Child Development and Early  
Education

**JOSH STEIN** • Governor  
**DEV DUTTA SANGVAI** • Secretary  
**CANDACE WITHERSPOON** • Director

## SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #25-01

TO: County Departments of Social Services  
Other Local Purchasing Agencies

FROM: Candace Witherspoon, Director, Division of Child Development and Early Education 

SUBJECT: Revisions to the Subsidized Child Care Assistance Program Policy Manual

ISSUE DATE: March 31, 2025

The purpose of this Change Notice is to communicate changes in the Subsidized Child Care Services Policy Manual. These changes are effective March 31, 2025. Revised policies can be identified in red text and will remain red for 30 calendar days following the issuance of a change notice. After the 30th calendar day the revised policy language will revert to black text.

In an effort to streamline language in Policy and NC FAST, the term “**redetermination**” has been replaced by the term “**recertification**” throughout the SCCA Program Policy Manual. This change has been implemented in the attached chapters and will be in future revisions.

The Collaborative Approach Quarter 1 has concluded with the release of revised SCCA Program Policy Manual **Chapters 4, 11, 12, and 15**. In addition to policy revisions, new forms were created, and several attachments were changed to a DCDEE form. All forms are available in a fillable format. The **new forms** are as follows:

### **Chapter 4 Forms:**

Attachment 1: Sample Narrative Documentation  
Record is now form DCDEE-0473

Attachment 2: Sample Referral Form is now form  
DCDEE-0465

Attachment 3: Verification of Child Support is now form  
DCDEE-0474

Attachment 4: Living Arrangement Fact Sheet is now  
Attachment: 1

### **Chapter 11 Forms:**

DCDEE-0468 Sample Waiting List Notice

### **Chapter 15 Forms:**

DCDEE-0469A - Out of State Provider Checklist  
DCDEE-0469B - Out of State Facility Information  
DCDEE-0470 - Department of Defense Provider  
Checklist

### **Chapter 7 Forms:**

DCDEE-0474 SCCA Verification of Child Support

The Quarter I PowerPoint and Q & A documents are available on DCDEE Moodle at <https://www.dcdde.moodle.nc.gov/>. This Change Notice and revised policy is available on the Department’s website at <https://policies.ncdhhs.gov/divisional/child-development/child-care-subsidy-services/policies>. It is the responsibility of the DSS/LPA to ensure that all staff is aware of the revised policy in the SCCA Program Policy Manual. If you have questions regarding the SCCA Program Policy Manual, please address these questions to your Subsidy Technical Assistance Consultant.

Attachments

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

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