




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 #25-03

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: June 30, 2025

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

The Collaborative Approach Quarter II has concluded with the release of revised SCCA Program Policy Manual **Chapters 5, 6, 16, and 17**. In addition to policy revisions, forms and attachments were revised and created. All forms are available in a fillable format. The updated forms and attachments are as follows:

Chapter 6 Revised Forms and Attachments

DCDEE-0093 SCCA Referral for Child Care Children with Special Needs
DCDEE-0094 SCCA Supplemental Payment Approval Form
DCDEE-0454A SCCA Supplemental Expense Form
DCDEE-0454B SCCA Supplemental Payment Provider Information Form
Attachment 1: Supplemental Payments Fact Sheet

Chapter 16 New Forms and Attachments

DCDEE-0471 Request for Hardship Absence
Attachment 1: Sample Recipient Attendance Hardship Denial Notice
Attachment 2: Sample Provider Attendance Hardship Denial Notice
Attachment 3: Sample Recipient Attendance Hardship Approval Notice
Attachment 4: Sample Provider Attendance Hardship Approval Notice

The Quarter II PowerPoint and Q & A documents are available on DCDEE Moodle at <https://www.dcdee.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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