



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 #25-04

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: September 30, 2025

The purpose of this Change Notice is to communicate changes in the Subsidized Child Care Services Policy Manual. These changes are effective September 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 III has concluded with the release of revised SCCA Program Policy Manual **Chapters 7, 8, 9, and 10**. In addition to policy revisions, new forms were created, and some attachments were changed to a DCDEE form. All forms are available in a fillable format. The new forms are as follows:

Chapter 7 Revised Forms

Attachment 1-Verification Form for Self-Employment is now form **DCDEE-0777**

Attachment 2- Countable and Non-Countable Income Clarification Chart is now **Attachment 1**

Attachment 3- Application, Recertification and Base Period Guide is now **Attachment 2**

Chapter 10 New Forms

Attachment 2-Template-County Local Policy is now form **DCDEE-0475**

DCDEE-0476 Waiting List Survey

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

Thank you,

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

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