

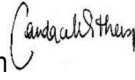


NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development and Early
Education

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

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #26-02

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 & NC FAST System
Functionality Update

ISSUE DATE: January 20, 2026

The purpose of this Change Notice is to communicate changes in the Subsidized Child Care Policy Manual and NC FAST System Functionality. These changes will be effective January 20, 2026. Please be advised that the NC FAST system functionality has already been fully implemented. Accordingly, there is no expectation for the DSS/LPA's to make retroactive changes.

The NC FAST system functionality has been updated to extend the certification period for 12 months when an eligible child is added to an existing case. SCCA Policy in Chapter 11 III. C. 2. iii, pg. 8 has been revised to add the following:

"d) When adding a child to an active case, determine the child's initial eligibility by comparing income to the child's FPL limit. If the child is income-eligible, allow 12 months of eligibility for the child by extending the existing case eligibility for another 12-month certification period. If the household's income initially exceeds the child's FPL limit, the child is determined to be ineligible.

e) If a child is added to an active case in Graduated Phase Out, compare the household income to the new child's FPL limit to determine the child's initial eligibility. If the child is income-eligible, allow 12 months of eligibility for the new child by extending the existing case eligibility for another 12-month certification period. The Graduated Phase Out period will also be extended by 12 months for any child remaining in Graduated Phase Out. If adding a new child causes all children to no longer be in Graduated Phase Out, all children will receive regular subsidy for the next 12 months and a recertification packet will be sent for all children. Refer to section VI.F. below for more information on Graduated Phase Out."

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.

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

CW/LD

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

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