



Child Development
and Early Education
HEALTH AND HUMAN SERVICES

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue
Director

DATE: May 25, 2016

LETTER NUMBER: SCCA DCDL 2016 - #03

DISTRIBUTION: Child Care Coordinators, Supervisors, and Managers

SUBJECT: Procedures When a Facility Chooses to Stop Participation in the Subsidized Child Care Program

EFFECTIVE: Upon Receipt

The purpose of this letter is to communicate procedures to follow when a facility no longer wishes to participate the Subsidized Child Care Assistance Program (SCCAP).

When a facility indicates that it is no longer going to participate in the Subsidized Child Care Assistance Program (SCCAP) for any reason, DCDEE requests that providers give at least a three (3) month notice to the Local Purchasing Agency (LPA) before they stop caring for children receiving SCCA. DCDEE requests that parents are notified six (6) weeks from the date the facility informs the LPA of their decision to no longer participate in the SCCAP. We are also requesting that the parents be given at least a 30 calendar day notice of termination to allow adequate time for them to find a new provider. The attached sample letter to parents may be utilized to assist you in making parent notifications.

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

Sincerely,

Pamela L. Shue, Ed.D.

Nothing ComparesSM

Department of Health and Human Services | Division of Child Development and Early Education
820 South Boylan Avenue, Raleigh, NC 27603 (Physical Address) | 2201 Mail Service Center, Raleigh, NC 27699-2200 (Mailing Address)
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ATTENTION: Parents
SUBJECT: Changing Providers

The purpose of this letter is to communicate requirements and instructions for finding alternate child care.

Due to request of your current provider who is no longer participating in the Subsidized Child Care Assistance Program, the Division of Child Development and Early Education (DCDEE) will no longer pay for your child to attend the current facility. However, we have requested that the county allow thirty (30) days in order for you to find alternative care.

We encourage you to contact your local Resource and Referral Agency as well as your county Department of Social Services to assist you in finding alternate quality child care.

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 to reach technical assistance and policy consultation.

Sincerely,

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