



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

**ROY COOPER** • Governor  
**KODY H. KINSLEY** • Secretary  
**ARIEL FORD** • Director

**Dear County Directors of Social Services and Local Purchasing Agencies**

**Date:** February 29, 2024

**Letter Number:** SCCA DCDL 2024 - #02

**Attention:** Directors of County Departments of Social Services  
Directors of Other Local Purchasing Agencies  
Child Care Coordinators, Supervisors, and Managers  
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

**Subject:** Retention of Records for the Subsidized Child Care Assistance Program

The North Carolina Department of Health and Human Services (N.C. DHHS) Controller's Office issues the N.C. DHHS Records Retention and Disposition Schedule for Grants which provides, by funding source and state fiscal year, the earliest date that records for the funding source may be destroyed. The N.C. DHHS Records Retention and Disposition Schedule for Grants has been updated through October 2023 and supersedes previously approved applicable schedules. You can find information regarding Records Retention and The Disposition Schedule at <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention>.

All child care assistance records for State Fiscal Year (SFY) 2010-2011 and prior can be purged. Counties must retain the records for State Fiscal Year beginning 2011 and subsequent years until further notice. TANF is included in CCDF for DCDEE. Please contact [DCDEE.Subsidy.Policy.Help@dhhs.nc.gov](mailto:DCDEE.Subsidy.Policy.Help@dhhs.nc.gov) if you have questions. You can also visit the Division's website at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov).

Sincerely,

A handwritten signature in black ink that reads 'Ariel S. Ford'.

Ariel Ford

AF/DL

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

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