



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

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
CANDACE WITHERSPOON • Acting Director

October 29, 2024

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2024 - #10

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

Subject: October 2024 Roster Submission

The purpose of this Dear County Director Letter is to communicate attendance reporting for the month of October 2024.

In an effort to assist with the damage and devastation caused by Hurricane Helene, DCDEE plans to ensure attendance rosters are submitted for affected providers to receive timely payment for the October 2024 service month.

Roster submission for October services will open October 31st and will be extended through November 6th at 9:00pm. Providers who are able to enter and submit attendance should do so by November 6th at 9:00pm. For providers in the **28 affected counties** that are **unable** to submit October rosters, a systematic batch will be run after 9:00pm on November 6th to process any unsubmitted rosters. All children with active and valid vouchers will automatically be marked "Present" for all days where attendance is missing. **Affected providers do not have to take action in order for this to happen.**

The following guidance only applies to the **October 2024** service month and only for the **affected counties**: Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Jackson, Lincoln, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Watauga, Wilkes, Yancey.

- If a facility was closed part of the month and open for part of the month and is able to record and submit October attendance, the days that the facility was closed may be marked as "Present".
- If a facility had some children who were able to attend and some children who have not yet been able to return, the provider may mark the children who have been unable to attend as "Present".

If you have questions about the information in this letter, please reach out to your Technical Assistance Consultant.

Sincerely,

Candace Witherspoon

CW/RS

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