



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

November 12, 2024

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

**Letter Number:** SCCA DCDL 2024 - #12

**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:** Child Support Evidence

The purpose of this Dear County Director Letter is to clarify current guidance that is stated in Chapter 7 page 29 of the SCCA Policy Manual. Current guidance reads that child support evidence must be entered under the child's name. However, this is not current NC FAST functionality.

New guidance issued in the NC FAST weekly communication now requires that child support income should be entered under the parent's name. However, when the child is living with a non-parent caretaker (e.g., a grandmother), and the caretaker's income is not counted toward the child, the Unearned Income evidence should be entered in the child's name, and it will count as income in the income unit.

Guidance for Applying Child Support Income:

- If the child lives with a parent: Enter child support evidence under the parent's name.
- If the child lives with a non-parent caretaker: Enter child support evidence under the child's name, ensuring the system counts the child support income as unearned income for the child. Child Care Workers must ensure the "Non-Parent Caretaker" box is checked for the non-parent caretaker when entering Household Relationships.

If you have any questions, please reach out to your Technical Assistance Consultant.

Sincerely,

*Candace Witherspoon*

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CW/DL

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

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