



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

December 2, 2024

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2024 - #13

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: November 2024 Roster Submission

The purpose of this Dear County Director Letter is to communicate attendance reporting for the month of November 2024. To assist providers affected by Hurricane Helene, DCDEE plans to make accommodations for the November 2024 roster submission process.

The following guidance only applies to the **November 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, and Yancey.

- If a facility has not yet reopened due to Hurricane Helene or was closed for part of the month and open for the remainder, the days 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".
- NC FAST will NOT automatically submit rosters for any provider. Providers are responsible for recording and submitting attendance rosters for November 2024 by December 5th at 9:00pm.
- November 2024 will be the final month for roster accommodations.

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

Sincerely,

Candace Witherspoon

CW/RS

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

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