



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

Dear County Directors of Social Services and Local Purchasing Agencies

Date: December 11, 2024

Letter Number: SCCA DCDL 2024 - #14

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 updates the Records Retention and Disposition Schedule for Grants twice annually. As a result, DCDEE is issuing this DCDL to inform DSS/LPAs about record purging requirements. The updated schedule, effective through October 2024, specifies the earliest destruction dates for records by funding source and state fiscal year, superseding all previously approved 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) 2011-2012 and prior can be purged. Counties must retain the records for State Fiscal Year beginning 2012 and subsequent years until further notice. TANF is included in CCDF for DCDEE. Please contact your subsidy services TA Consultant if you have questions. You can also visit the Division's website at www.ncchildcare.nc.gov.

Sincerely,

A handwritten signature in cursive script that reads "Candace Witherspoon".

Candace Witherspoon

CW/DL

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

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