



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

JOSH STEIN • Governor
DEVPUTTA SANGVAI • Secretary
CANDACE WITHERSPOON • Acting Director

February 28, 2025

Dear County Director of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2025 - #03

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: March 2025 Recertifications

The purpose of this Dear County Director Letter is to provide guidance regarding March 2025 recertifications in counties affected by Hurricane Helene.

According to Dear County Director Letter 2024 - #15, cases with certification periods ending in January, February, and March 2025 would be automatically extended for 12 months in 28 hurricane-affected counties. However, the automatic extension process in NC FAST was not completed until after the March 2025 recertification packets were mailed. As a result, families in these counties may still receive their recertification packet in the mail, even though their certification period has been extended.

If a county DSS/LPA in one of the affected counties receives a completed March 2025 recertification packet from a family, the child care worker should upload the packet into NC FAST and document in the case record that the recertification was received but not processed due to the 12-month extension, as outlined in Dear County Director Letter 2024 - #15. If the recertification packet includes information that reflects a change which would reduce the parental fee or increase the family's subsidy, the child care worker should process these changes as a change in circumstance.

The affected counties include 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 you have any questions, 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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