



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

JOSH STEIN • Governor
DEV DUTTA SANGVAI • Secretary
CANDACE WITHERSPOON • Director

October 20, 2025

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2025 - #09
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: Guidance on Foster Care case address changes for children who receive Medicaid

The purpose of the Dear County Director letter is to provide clarification regarding the physical address change for children in Foster Care who receive SCCA and Medicaid. Medicaid uses an address hierarchy to determine which address is sent to TRACKS and subsequently passed to the Enrollment Broker for plan assignment. If an address is updated to something other than the child's physical location, it can negatively affect the Medicaid case. For this reason, the private address should be updated rather than the mailing address.

Please note, since child care workers do not collect foster parent addresses, they should not change the private/physical address for foster care cases. Instead, workers should continue to use the DSS address as the mailing address. This will ensure that all Medicaid paperwork continues to be directed to the caseworker as it is currently.

Thank you for your attention to this matter and for your continued efforts to ensure accuracy in case management.

Sincerely,

A handwritten signature in black ink 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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