



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

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

October 23, 2025

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

**Letter Number:** SCCA DCDL 2025 - #10

**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 March 2025, 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) 2012-2013 and prior can be purged. Counties must retain the records for State Fiscal Year beginning 2013 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 <https://ncchildcare.ncdhhs.gov/>.

Sincerely,

  
Candace Witherspoon

CW/DL

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

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