



North Carolina Department of Health and Human Services

Pat McCrory
Governor

Richard O. Brajer
Secretary

Tamara Barnes, Interim Director
Child Development and Early Education

January 11, 2016

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2016 - #01
Attention: Child Care Coordinators, Supervisors, and Managers
Subject: Subsidized Child Care Assistance Forms

The purpose of this memorandum is to inform you that the forms below used in the Subsidized Child Care Assistance program will no longer be printed and disbursed by the Division of Child Development and Early Education (DCDEE).

At the current time, please utilize forms from DCDEE Website under "Subsidized Child Care Forms" within the Manuals section:

- Application for Child Care Services (DCDEE-0456) (English and Spanish)
- Recipient Responsibilities (DCD-0106)
- Information for Providers (DCD-0460)
- Provider Agreement (DCD-0452)

Forms continue to be in revision to support policies and procedures related to NC FAST, legislative requirements, and changes to Child Care Development Fund (CCDF) requirements.

Forms will be posted on the website as they are revised for you to print as needed.

Upon implementation of NC FAST, these forms will be available for printing from ePASS and the NC FAST Provider Portal as needed.

If you have any questions about the information contained in this letter, please contact DCDEE.Subsidy.Policy.Help@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink that reads "Tamara Barnes".

Tamara Barnes, Interim Director

www.ncdhhs.gov • www.ncchildcare.nc.gov
Tel 919-527-6335 • Fax 919-715-1012

Location: 820 South Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2201 Mail Service Center • Raleigh, NC 27699-2200
An Equal Opportunity / Affirmative Action Employer

