



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

SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM POLICY MANUAL – CHANGE NOTICE # 24-04

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Candace Witherspoon Acting Director, Division of Child Development and Early Education

SUBJECT: Revisions to the Subsidized Child Care Assistance Program Policy Manual

ISSUE DATE: August 8, 2024

The purpose of this Change Notice is to communicate changes to Chapter 7 Family Definition and Determining Income Eligibility in the Subsidized Child Care Assistance Program Policy Manual. These changes are effective August 1, 2024.

Revised policy language is indicated in red text and will remain red for 30 calendar days to allow for easy identification. After the 30th calendar day the revised policy language will revert to black text.

This Change Notice and revised policy is available in the online SCCA manual on the Departments website at <https://policies.ncdhhs.gov/divisional/child-development/child-care-subsidy-services/policies>. Child care staff in your agency should print and retain a copy of the revised policy in their SCCA Policy Manual. If you have questions regarding the Subsidized Child Care Assistance Policy Manual, please address these questions to your Subsidy TA Consultant.

Sincerely,

Candace Witherspoon

Enclosures

CW/DL

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

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