



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

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

TAMARA BARNES
ACTING DIRECTOR

SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #03-17

TO: Directors of County Departments of Social Services
Directors of Other Local Purchasing Agencies

SUBJECT: Changes to Subsidized Child Care Assistance (SCCA) Policy

ATTENTION: Child Care Coordinators
Other DSS Personnel who work with the SCCA Program

ISSUE DATE: April 17, 2017

EFFECTIVE DATE: The First Month a Payment is Processed through NC FAST

The purpose of this Administrative Letter is to communicate changes to SCCA policy regarding:

- (1) Parental Fees with Graduated Phase Out
- (2) Rounding the Daily Parental Fee
- (3) Facility License Changes

Parental Fees with Graduated Phase Out

1. General Information

A graduated 90-day phase out period occurs when, at redetermination, a family's gross countable monthly income exceeds Federal Poverty Levels of 133% for school age children or 200% for preschool age children and children with special needs and is at or below the federal income threshold of 85% State Median Income.

2. Policies

New policy states that, at the time of graduated phase out, parental fees will increase to reflect the family's new reported income.

3. Procedures

At the time of the redetermination, the family income shall be compared to 85% State Median Income (SMI). If income is less than 85% SMI but exceeds the Federal Poverty Level (FPL) limits, the family will be given a graduated phase out period of 90 days during which child care subsidy services continue with adjustment of the parental fee. A Child Care Action Notice (CCAN) will be sent to notify recipients and providers of the

WWW.NCDHHS.GOV

Tel 919-527-6335 • Fax 919-715-1013

LOCATION: 820 SOUTH BOYLAN AVENUE • MCBRYDE BUILDING • RALEIGH, NC 27603

MAILING ADDRESS: 2201 MAIL SERVICE CENTER • RALEIGH, NC 27699-2200

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER



increase in the parental fee due to new reported income. When the family income exceeds 85% at redetermination, a ten (10) work day notice will be issued to terminate services.

Rounding the Daily Parental Fee

1. General Information

Chapter 8, V. C. states that if a daily parental fee is needed, it will be rounded to the nearest nickel.

2. Policies

New policy states that daily parental fees must be rounded to the nearest cent.

3. Procedures

NC FAST will calculate daily parental fees and round to the nearest cent.

Facility License Changes

1. General Information

This policy addresses situations when there is a change in the facility license. Changes in the facility licenses can be due to a change of ownership, a location change, a change in the type of program, or any other change that effects the facility's license to operate.

2. Policy

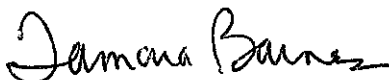
A new voucher is required for each child receiving SCCA whenever a new license number is issued to a facility. The new license number could be the result of a location change, ownership change, a change in the type of program, or any other change that effects the facility's license to operate.

3. Procedures

Once a facility is issued a new license to operate, new vouchers will be issued through NC FAST. New vouchers will display the facility's name, address, and the enrolled child's name.

If you have questions about the information in this letter, or other Subsidized Child Care Assistance Program questions, please contact dcdee.subsidy.policy.help@dhhs.nc.gov to reach technical assistance and policy consultation.

Sincerely,



Tamara Barnes, Interim Director

WWW.NCDHHS.GOV

Tel 919-527-6335 • Fax 919-715-1013

LOCATION: 820 SOUTH BOYLAN AVENUE • MCBRYDE BUILDING • RALEIGH, NC 27603

MAILING ADDRESS: 2201 MAIL SERVICE CENTER • RALEIGH, NC 27699-2200

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

