



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

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**SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #03-18**

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

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

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

ISSUE DATE: May 18, 2018

EFFECTIVE DATE: Upon Receipt

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

- (1) Full-Time Payment for Part-Time Care

**Part Time Care**

**1. General Information**

For the purpose of full-time care to support part-time need, previous policy in Chapter 22, III, E. allowed the local Department of Social Services or Local Purchasing Agency (LPA) to develop local policy on serving recipients if part-time care could not be found. This is no longer a local policy option and is now a statewide policy.

**2. Policy**

Full-time payment for part-time care will now be available for families in limited situations. This should only be utilized when a child's need for care is part-time but there is either no available part-time care for the child or the available care would not meet the needs of the child.

Examples of these types of situations are:

- Transportation challenges which would be a hardship on the family such as excessive distance between the family's home, work, and/or child care facility. Also, if the family does not have transportation and relies on a provider to transport the child to and from the facility and the provider is unable to accommodate the need for transportation due to excessive distance.
- Child has specific needs and the provider that could meet those needs does not offer part-time care.

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The parental fee for families who receive part-time care with full-time pay shall remain at 75% of the parental fee.

The details of these situations must be documented in the case narrative.

### 3. Procedure

The functionality for full-time payment for part-time care should now calculate the correct expected payment. For current cases where the provider should receive full-time payment for part-time care, workers will need to select "yes" to the question "full-time payment for part-time care" on the current plan of care evidence. Once this update is applied and the decisions are accepted, an underpayment will generate.

For new cases where the provider should receive full-time payment for part-time care, workers should enter the plan of evidence based on the family's needs and then select "yes" to the question "full-time payment for part-time care" on the plan of care evidence.

Cases that are being paid at a full-time rate while the child has a part-time level of care shall be reviewed at each annual redetermination to ensure that the family's needs still warrant the use of this policy. If the family's needs do still warrant the use of this policy, the child care worker should document the needs in the case narrative as part of the annual redetermination process. If the family no longer has an extenuating situation, the provider reimbursement payment must reflect the child's level of care documented in the plan of care.

If DSS/LPA is unsure if a situation is appropriate for this policy, the DSS/LPA should seek guidance from DCDEE.

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](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov) to reach technical assistance and policy consultation.

Sincerely,



Anna Carter, Director  
AC/DL

