



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

ROY COOPER
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DIRECTOR

SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #04-17

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, Supervisors and Managers
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

ISSUE DATE: June 23, 2017

EFFECTIVE DATE: June, 23, 2017

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

- (1) 90 Day Transition/Job Search

90 Day Transition/Job Search

1. General Information

In accordance with Chapter 5, III, A. (1), when a parent is approved to receive subsidy services to support employment, the LPA (Local Purchasing Agency) should inform the parent that child care services may be provided for a minimum of thirty days to seek employment if the parent becomes unemployed. The service can begin on the date the parent lost her job or begins the job search activity if child care is requested by the parent. The extension shall not exceed thirty days. Services are also provided if the parent or responsible adult is enrolled in a job search activity as part of an approved employment/training plan such as Work First.

2. Policies

New policy requires 90 days of continued child care assistance for the following instances when the parent is currently receiving child care assistance:

- (1) Seeking employment following a job loss
- (2) Transitions between training or education activities

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- (3) Job search following the 20 month post-secondary education time limit
- (4) Medical/Maternity Leave
- (5) Interruption in work for a seasonal worker between regular work seasons
- (6) Student break or holiday for a parent participating in training or education
- (7) Any other interruption in work, training, or education hours that does not exceed 90 days

Continuation of the service may be extended beyond 90 days if the agency determines such extension is warranted. The reason for the extension must be documented in the client's record.

3. Procedures

It is the recipient's responsibility to report their employment and education status. When a recipient reports a need for transition time, a Child Care Action Notice must be issued to indicate the end of the 90 day transition period. During the transition period, the current plan of care will not change unless a change is requested by the recipient. If there is need for a change in the plan of care during transitions (i.e. worked third shift but now needs care for first shift to look for work), the child care worker will issue a Child Care Action Notice indicating the new plan of care. When in periods of transition, job search activities, maternity/medical leave, and educational plans must be communicated to the child care worker before the end of the 90 day transition period to determine if care will continue, terminate, or be extended at the end of the transition period. Services shall terminate at the end of the 90 day transition period if there is no further communication or if the recipient states there is no longer a need for care. If the recipient continues to have a need for care at the end of the 90 day transition period, care shall continue to the end of the original certification period. If an extension is given, the reason for the extension must be documented in the client's case record. A new Child Care Action Notice must be issued with the new termination date. There is no additional 10 day notice. There is no limit to the number of times a family can receive the 90 day transition period.

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,



Anna Carter, Director

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