



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

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GOVERNOR

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SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #05-17

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: July 14, 2017

EFFECTIVE DATE: Immediately for Counties Activated in NC FAST & The First Month a Payment is
Processed through NC FAST for Counties Not Yet Activated in NC FAST

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

- (1) Payment Suspension
- (2) Coding Foster Care Cases with Education as the Need
- (3) Citizenship Requirements

Payment Suspension:

1. General Information

Currently, there is no policy for payment suspension of child care subsidy assistance when a recipient has a temporary break in their employment, education, or skills training.

2. Policies:

When a recipient has a temporary break in the ongoing status of their employment, education, or skills training, the recipient shall receive a 90-day transition period. During this 90-day transition period, the recipient may or may not choose to utilize child care assistance. If the recipient chooses to utilize child care assistance during this time, payment shall continue with no interruption. If the recipient chooses not to utilize child care assistance during this time, payment shall be placed in a suspended status. The recipient shall be informed that the child care provider is not required to hold an empty slot while payment is suspended and the recipient might have to choose another provider when services are reinstated if the original provider no longer has a vacancy. At the end of the 90-day transition period, child care assistance and payment shall be reinstated and the recipient shall not be placed on the waiting list. This includes medical/maternity leave, temporary breaks during the summer months for teachers and students and any other situation that qualifies for 90-day transition.

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Any extension of payment suspension beyond 90 days must be approved by the caseworker.

3. Procedures:

1. Child Care Action Notices for payment suspension will be issued when the recipient chooses not to utilize child care assistance during a 90-day transition period (i.e. at the end of each school year or semester, medical/maternity leave, etc.)
2. DSS and Local Purchasing Agencies (LPA) must add suspension evidence to the case in NC FAST with the start and end dates. An action notice will be generated to inform both the recipient and provider that payment will be suspended for this time period. No action notice is needed when the child returns if the end date is entered on the evidence at the time of creation.

If the worker does not know the end date of the suspension, and the child will return to the same provider, the worker must enter the end date when the child is scheduled to return to care so that an action notice is generated.

If the child is not returning to the same provider, a new plan of care must be created for the new provider. The plan of care must be end dated and a new notice will be generated to end care from the original provider.

3. Before the end of the 90-day transition, the recipient must communicate with the child care worker that employment, education, or skills training will resume. A Child Care Action Notice will be issued to reinstate services and payment if the recipient does resume employment, education, or skills training. If the recipient does not resume either activity and no longer has a need for care, a Child Care Action Notice to terminate services will be issued.

Coding Foster Care Cases with Education as the Need

1. General Information:

Children in foster care who reside with a foster parent who has a need for child care assistance are eligible to receive subsidized child care services without regard to income.

2. Policies:

New policy states that when a foster parent's only need for care is post-secondary education, this need must be coded to Developmental Needs.

3. Procedures for NC FAST:

As counties enter cases into NC FAST, the child care caseworker must code foster care cases with post-secondary education as the only need to Developmental Needs. The child care caseworker must continue to manually track the 20-month time limit per instructions in Dear County Director Letter 2016-#07.

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Citizenship Requirements

1. General Information

Chapter 4 Section II. B states "One of the following citizenship criteria must be met: a. Applicant is a U.S. Citizen; b. Child is a U.S. Citizen; or c. Applicant or child is a legal U.S. Non-Citizen (residing in the U.S. legally)."

2. Policy

To align with provisions in the Child Care and Development Fund Act of 2014, only the citizenship and immigration status of the child, who is the primary beneficiary of the CCDF benefit, should be considered. The citizenship and immigration status of the parent should not impact the child's eligibility for services.

New policy states that one of the following citizenship criteria must be met: a. Child is a U.S. Citizen or b. Child is a legal U.S. Non-Citizen (residing in the U.S. legally). Examples of a child who is a legal U.S. Non-Citizen shall include but is not limited to:

1. Refugee
2. US Citizen/Naturalized Citizen
3. US Non-Citizen National
4. Documented Alien

3. Procedure

In NC FAST, citizenship status shall only be selected when registering a new recipient. Child care workers shall not change the citizenship status of an existing recipient. Changing the status could affect the recipient's eligibility for other programs. Citizenship status should only be changed if documentation is provided by the recipient.

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

Sincerely,



Anna Carter, Director
AC/DL

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