



Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

Deborah J. Cassidy, Director

**Administrative Letter No. 07-12**

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

**FROM:** Ron Byrd, Subsidy Services Section Chief

**SUBJECT:** Clarification for Using the Revised Child Care Provider Agreement (DCD-0452)

**DATE:** August 31, 2012

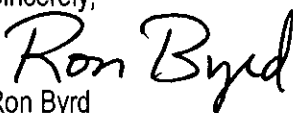
The purpose of this letter is to clarify the use of the revised Child Care Provider Agreement (DCD-0452) dated September 2011. The Provider Agreement was revised to support legislative changes related to the Subsidized Early Education for Kids (SEEK) and was effective September 16, 2011 as indicated in Change Notice #3-11. Local purchasing agencies should be using the revised form to enroll new providers into the Subsidized Child Care Program and during their annual provider enrollment.

Changes to the language in the "Agreement" relieve the child care provider of the responsibility to notify the LPA within a week of the fifth (5<sup>th</sup>) day of absence in order to be paid for day 10-days absence. The revision to the language in the "Agreement" supersedes the language in policy. However, policy revision will be forthcoming soon. Child care subsidy is still paid based on enrollment and providers can now be paid for up to 10-days absence without reporting absences to the LPA. Providers should continue to make contact with the family to determine if care is still needed. If providers determine that care is no longer needed they must report it to the local purchasing agency immediately.

Please share this information with all staff in your agency that work with the Subsidized Child Care Program. If you have additional questions, please contact your Raleigh based Policy Consultants, Connie McAdams or Sherry Young at 919.662.4561

Thank you for your cooperation in this matter.

Sincerely,

  
Ron Byrd

RB:AB

cc: Child Care Coordinators  
Subsidy Services Consultants