



North Carolina Department of Health and Human Services

**DIVISION OF CHILD DEVELOPMENT**

Phone: 919.662.4499 Fax: 919.661.4845 Courier Number: 56-20-17



**Physical Address:**  
319 Chapanoke Road  
Raleigh, NC 27603

**Mailing Address:**  
2201 Mail Service Center  
Raleigh, NC 27699-2201

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #2-10**

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

**FROM:** Deborah J. Cassidy, Ph.D. *[Signature]*

**SUBJECT:** Revisions to the Subsidized Child Care Services Manual

**ISSUE DATE:** October 4, 2010

The purpose of this Change Notice is to communicate changes that have been made to the Subsidized Child Care Services Manual. A summary of the changes are indicated below. These changes are effective October 15, 2010 and are identified by a line in the left margin of the documents.

**Chapter 7 Family Definition and Determining Income Eligibility**

This chapter was revised to provide clarity regarding child support income. Specific guidance has been provided about calculating child support income for initial and new applications, redeterminations and when changes in the child support income occur. In addition, information about the calculation of lump sum child support payments has been included.

**Instructions for Maintenance of Subsidized Child Care Services Manual**

Your agency must maintain at least one copy of the previous manual material for reference during single audits, state monitoring visits and fraud investigations. Child care staff should review the changes to become familiar with the new information.

**Remove**

Pages 11-18 of **Chapter 7**  
Dated September 2009

**Insert**

Pages 11-21 of **Chapter 7**  
Dated October 2010

This Change Notice and revised policy is available in the on-line manual on the Division's web site at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>. Child care staff in your agency should print and retain a copy of the revised policy in their Subsidized Child Care Services Manual. In addition, child care staff should maintain a copy of the Change Notice in Appendix E of the manual. Questions regarding the manual should be directed to your Subsidy Services Consultant.

Enclosures

DJC/SY

cc: Child Care Coordinators  
North Carolina Partnership for Children, Inc.