

North Carolina Department of Health and Human Services
DIVISION OF CHILD DEVELOPMENT



Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

SUBSIDIZED CHILD CARE REIMBURSEMENT SYSTEM MANUAL - CHANGE NOTICE #1 – 09

TO: Child Care Coordinators
State Level Contractor Reimbursement Personnel

CC: Subsidy Services Consultants, Raleigh-based Subsidy Services Personnel

FROM: Julia McMillian and Carol Carnley

SUBJECT: Revisions to the Subsidized Child Care Reimbursement System Manual

ISSUE DATE: June 15, 2009

The purpose of this Change Notice is to communicate changes made in the Subsidized Child Care Reimbursement System (SCCRS) Manual. Change Summaries are provided below. Word documents of the revised sections accompany this document. Following the summaries are instructions for updating your manual. The SCCRS manual changes are effective June 2009. Please retain this Change Notice with your electronic and/or hardcopy manual.

Change Summaries

Section III.B: Field Descriptions – Child Detail Screen and Family Data, Child Payment Detail
Added Correction Code to the list of fields and updated screen shots.

Section 3.5: Approval Notice Menu – Calculator for Entering Private Paying Rates
Subsection 3.5.1 divided into two sections under counties of origin, one for entering rates (3.5.1) and one for updating rates (3.5.2). Instructions for contracting counties now appear in 3.5.3. Counties of origin now have the ability to enter and update rates for additional shifts. Revisions incorporate instructions, with new screen captures, for counties of origin to enter and update additional shifts and for contracting counties to view them. Screen changes are updated to reflect this functionality.

Section 12: Waiting List Summary
Entire section revised to incorporate new waiting list procedures that became effective June 1, 2008.

Appendix B: Facility Arrangement Codes & Service Days Calendar
Service Days Calendar revised to correct number of full month and weekend days for years 2009 – 2012. The entire section is replaced but there are no changes to the Facility Arrangement Codes.

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Maintenance Instructions for SCCR System Manual

Remove

**Section III.: Field Descriptions –
Child Detail Screen and Family Data**
Dated October 2007

Section 3: Approval Notice Menu, pgs. 9-18
Dated October 2007

Section 12: Waiting List Summary
Dated October 2007

Appendix B
Dated October 2007

Insert

**Section III.: Field Descriptions –
Child Detail Screen and Family Data**
Dated June 2009

Section 3: Approval Notice Menu, pgs. 9-22
Dated June 2009

Section 12: Waiting List Summary
Dated June 2009

Appendix B
Dated June 2009

PDF versions of the change notice and revisions are updated to the following website:
<http://info.dhhs.state.nc.us/olm/manuals/manuals.aspx?dc=dcd> and are available for print or download.

Questions regarding the manual materials should be directed to one of the following:

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