



NC DEPARTMENT OF
**HEALTH AND
 HUMAN SERVICES**
 Division of Child Development and Early
 Education

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
ARIEL FORD • Director

September 30, 2021

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2021 - #11

Attention: Directors of County Departments of Social Services
 Directors of Other Local Purchasing Agencies
 Child Care Coordinators
 Other DSS Personnel who work with the Subsidized Child Care Assistance Program

Subject: North Carolina’s Child Care and Development Fund (CCDF) Error Rate Review (Improper Payments) for the reporting period October 1, 2020 through September 30, 2021

Every three years, the Division of Child Development and Early Education (DCDEE) completes a Federally required Improper Payments record review to meet requirements of the following:

- Improper Payment Act of 2002 (IPIA) as amended
- Improper Payments Elimination and Recovery Act of 2010 (IPERA)
- The Improper Payments Elimination and Recovery Improvement Act of 2012 (IPERIA)
- Executive Order 13520 – Reducing Improper Payments – 2009

Program Compliance Unit staff at DCDEE will begin reviewing case records to complete Improper Payments reporting requirements in November 2021. Twenty-three (23) randomly selected cases will be reviewed for each service month between October 2020-September 2021 resulting in a total of two hundred seventy-six (276) records reviewed. The review schedule is below.

<u>Service Month</u>	<u>Review Month</u>	<u>Records Requests</u>
October 2020-December 2020	November 2021	October 2021
January 2021-March 2021	December 2021	November 2021
April 2021-June 2021	January 2022	December 2021
July 2021-September 2021	February 2022	January 2022

One or more records for this review may be selected from your county. Staff from the DCDEE Subsidy Services Section will notify your agency via email if records are needed for cases selected from your county. Please note these requests will begin in October 2021 and continue through January 2022. A checklist will be sent to assist your staff with providing all the needed case information in an electronic format if documents are not already scanned into NC FAST. A face sheet will be provided for you to note the location of documents in NC FAST.

Improper Payments case reviews have made the transition from SCCRS in 2018 to NC FAST in this new 2021 review period. With new functionality, DCDEE staff can request feedback, additional information and/or documentation, from caseworkers during the review process. Caseworkers will receive a task and have access to view the parts of the Improper Payments review screens that relate to the requested feedback.

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

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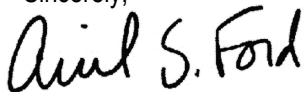
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It is crucial to the successful implementation of this Federally required review that staff be prepared to respond timely to initial and subsequent requests for feedback on cases in the sample from DCDEE staff. After the review period and completing Federal reports, DCDEE will be in communication regarding correction of any errors identified during the case reviews, which may include paying back county responsible overpayments.

The information in this letter will help you be prepared to respond timely to requests for records if your agency has one or more cases drawn for the random sample for Improper Payments case reviews. If you have questions about the information in this letter, please contact Wanda Hopkins, Program Compliance Lead Worker, at wanda.hopkins@dhhs.nc.gov, or Kim Miller, Senior Subsidy Compliance Manager, at kim.miller@dhhs.nc.gov.

For policy consultation, technical assistance, and/or any other Subsidized Child Care Assistance Program questions, please contact dcdee.subsidy.policy.help@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink that reads "Ariel S. Ford". The signature is written in a cursive, flowing style.

Ariel Ford