



SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #01-21

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

SUBJECT: Clarification of Subsidized Child Care Assistance (SCCA) Program Policy

ATTENTION: Child Care Coordinators
Other DSS Personnel who work with the SCCA Program

ISSUE DATE: June 1, 2021

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

- (1) 90-day Transition

1. General Information

The Division of Child Development and Early Education (DCDEE) was monitored by the Office of Child Care in July 2020 for compliance with requirements of the Child Care & Development Fund (CCDF). One of the areas that was monitored was Twelve-Month Eligibility Determination and Re-Determination which can be found in 45 CFR 98.21(a)(1). Current policy requires 90 days of continued child care assistance (90-day transition) for the following instances when the parent is currently receiving child care assistance:

- (1) Seeking employment following a job loss
- (2) Transitions between training or education activities
- (3) Job search following the 20-month post-secondary education time limit
- (4) Medical/Maternity Leave
- (5) Interruption in work for a seasonal worker between regular work seasons
- (6) Student break or holiday for a parent participating in training or education
- (7) Any other interruption in work, training, or education hours that does not exceed 90 days

If at the end of the 90-day transition the family does not have a need for care, policy allows the case to be closed prior to the end of the 12-month certification period.

DCDEE was found to be out of compliance with this section because SCCA Program policy allows termination after 90-day transition and prior to the end of the 12-month certification period when a family experiences a temporary change and does not have a need for care at the end of the 90-day transition.

2. Policy

New policy requires 90-day transition only be provided when a family experiences a non-temporary change in their work or education. Examples of non-temporary changes are when a family no longer needs or wants the services, or a family is

planning to move outside of the state. Families who experience a temporary change as listed in Section 1 of this letter shall not receive 90-day transition as this temporary change shall not have an impact on the family's 12-month certification period.

3. Procedure

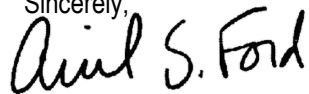
If a family reports a non-temporary change in their need for child care assistance, 90 days of continued assistance should be provided to the family. If at the end of the 90-day transition, the family is still experiencing the non-temporary change and does not have a need for care, services can be terminated.

If a family reports a temporary change in their need for child care assistance as listed in Section 1 of this letter, the child care worker should document the family's circumstances in the case record and services should continue without interruption through the end of the 12-month certification period. The family's need for care can be adjusted within NC FAST during the temporary change and the parent fee can be reduced if there has been a reduction in income but services shall not be terminated prior to the end of the 12-month certification period.

At the time of redetermination, the family must meet all eligibility criteria in order to receive a new 12-month certification. If a family does not currently have a need for care at the time of redetermination and it is not due to a temporary change, the family may not be granted another 12-month certification period.

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

Sincerely,

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

Ariel Ford