

## Application, Recertification & Base Periods Guide

<b>Initial Application</b>			
<b>How Application is Received</b>	<b>Explanation/Policy Clarification</b>	<b>Date used for cert. period &amp; entered in NC FAST</b>	<b>Income Verification (Base Period)</b>
By Mail	Use the date stamped received in Agency.	Date Agency Received* <b>Regardless of when the application was signed.</b>	The month prior to the month application received in Agency if income is representative.
By Fax/Email (Scan)	Application should be accepted this way if the document is legible.  *County would need to provide documentation of why county declined to accept an application via fax/email.	Date agency received fax or email. <b>Regardless of when the application was signed.</b>	
In person	A. When completing the process during a face-to-face appointment.  B. If client walks in their application.	A. Date of face-to-face appointment* assuming applicant signs the day of appointment.  B. Date agency received the packet <b>Regardless of when the application was signed.</b>	
<p>* In any/all situations the date the initial application is received by the agency is the date used for the certification period and entered in NC FAST.</p> <p>*Initial applications SHALL NOT be keyed in NC FAST until a <b>SIGNED paper</b> application is in Agency.</p>			

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<b>Recertification Application</b>			
<b>How Recert Packet is Received</b>	<b>Explanation/Policy Clarification</b>	<b>Date entered in NC FAST</b>	<b>Income Verification (Base Period)</b>
By Mail	Must be <b><u>received in Agency</u></b> before the end of the cert period.	Date Agency Received* <b>Regardless of when the recertification application was signed.</b>	The month prior to the date the recertification application is received in agency.
By Fax/Email (Scan)	Recertification application should be accepted this way if the document is legible.  *County would need to provide documentation of why county declined to accept a recertification application via fax/email.	Date agency received fax or email. <b>Regardless of when the recertification application was signed.</b>	
In person	A. When completing the process during a face-to-face appointment.  B. If client walks in their recertification application.	A. Date of face-to-face appointment* assuming applicant signs the day of appointment.  B. Date agency received the recertification application. <b>Regardless of when the recertification application was signed.</b>	

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\*In any/all situations the recertification application must be returned before the end of the certification period.

**Other Resources:**

Job Aid [SCCA-Recertifications](#)

Admin. Letter # 5-16 - 1. Annual Redetermination of Eligibility

SCCA DCDL 2017-#03 - Recertification Packets in NC FAST

## Additional Recertification Guidelines

When a recertification application is submitted...	Explanation/Policy Clarification	Example Date Packet is received	Certification Period End Date	Date worker must complete by	Base Period
more than 30 days prior to the end of the certification end date	The worker has until the end of the certification period to complete the recertification.	05-24-2019	06-30-2019	06-30-2019	April 2019 The month prior to the date the recertification application is received.
less than 30 days prior to the end of the certification end date	the child care worker has 30 calendar days from the date received in agency of the recertification application to complete the recertification.	06-28-2019	06-30-2019	07-28-2019	May 2019 The month prior to the date the recertification application is received.

\*In any/all situations the recertification application must be returned before the end of the certification period.

**Other Resources:**

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SCCA DCDL 2017-#03 - Recertification Packets in NC FAST