



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

February 24, 2021

**Dear County Directors of Social Services and Local Purchasing Agencies**

**Letter Number:** SCCA DCDL 2021-#02

**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:** **Waiver of Parent Fees for service months March and April 2021**

In an effort to further assist families during the COVID-19 Pandemic, DCDEE will cover the cost of all parent fees for the child care subsidy program for the service months of March and April 2021.

DCDEE has worked with NC FAST to complete this in a systematic process and child care workers do not need to take any action on **existing** cases to have the parent fees waived. For all new cases entered on or after **4/1/2021**, the case worker will have to create a manual adjustment to make the parent fee zero. There will have to be a manual adjustment entered for each service month that the parent fee is waived, and the adjustment should be entered in NC FAST at the time of the application. The job aid for manual parent fee adjustment provides steps and guidance on how to make these manual parent fee adjustment within NC FAST.

Families will receive a written notice via mail explaining that they do not have to pay their parent fees for these months and a copy of the notice is attached.

Subsidized Child Care Providers will also receive notification of this information via email. A copy of that email is attached.

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](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov) or your Technical Assistance Consultant to reach technical assistance and policy consultation.

Sincerely,

Ariel Ford

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

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