



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

**ROY COOPER** • Governor  
**KODY H. KINSLEY** • Secretary  
**ARIEL FORD** • Director

June 20, 2023

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

**Letter Number:** SCCA DCDL 2023 – #03

**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:** **SCCA Program Newly Revised Manual: Important Dates and County Monitoring**

The purpose of this Dear County Director Letter is to communicate important dates to County DSS and LPA staff as it relates to the Subsidized Child Care Assistance Program's newly revised manual. The final version will be published on July 14, 2023.

The draft SCCA Program manual was released for review in April 2023. DCDEE's Subsidy Policy Unit continues to accept feedback through June 30, 2023. Please submit recommended revisions or questions regarding the manual to the DCDEE Subsidy Policy Help Desk at [dcdee.subsidy.policy.help@dhhs.nc.gov](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov).

The newly revised SCCA Program manual will become effective **October 1, 2023**. Counties are expected to be consistent with implementing the 2023 version of the SCCA manual for case management beginning October 2023. Program Compliance will continue to monitor counties and LPAs based on the 2002 version of the SCCA manual through September 30, 2023. Beginning January 1, 2024, monitoring activities will include a review of records for October 2023 forward, consistent with the 2023 manual version.

The Subsidy Policy Unit and the Subsidy TA's will offer office hours to address manual questions and concerns. Additional guidance regarding training opportunities is forthcoming. In the meantime, if you have questions about the information in this letter or other Subsidized Child Care Assistance Program questions, please contact your DCDEE TA Consultant directly or the Subsidy Policy Unit at [dcdee.subsidy.policy.help@dhhs.nc.gov](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov).

Thank you for your continued trust in our program and services.

Sincerely,

Ariel Ford

AF/TWB

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

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