



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

ROY COOPER
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DIRECTOR

SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #01-18

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

SUBJECT: Changes to Subsidized Child Care Assistance (SCCA) Program Policy

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

ISSUE DATE: February 2, 2018

EFFECTIVE DATE: Upon Receipt

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

- (1) Eligibility during Graduated Phase Out
- (2) Plans of Care Exceeding 55 Hours

Eligibility during Graduated Phase Out

1. General Information

A graduated 90-day phase out period occurs when, at redetermination, a family's gross countable monthly income exceeds Federal Poverty Levels (FPL) of 133% for school age children or 200% for preschool age children and children with special needs whose income meets the federal income threshold of 85% State Median Income (SMI).

At the time of the redetermination, the family income shall be compared to 85% SMI. If income is less than 85% SMI but exceeds the appropriate FPL, the family will be given a graduated phase out period of 90 calendar days during which child care subsidy services continue with adjustment of the parental fee. The graduated phase out shall begin the day after the certification period ends. When the family's income exceeds 85% SMI at redetermination, a ten (10) work day notice will be issued to terminate services. If there are less than ten work days left in the certification period, the case will terminate at the end of the certification period.

2. Policy

When a recipient reports a decrease in income during the graduated phase out period and the reduced income is at or below the appropriate FPL, the recipient shall complete a new application at the time the

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income change is reported. The recipient shall be certified for 12 months beginning at the time of the new application if all eligibility criteria are met.

If the DSS/LPA has a waiting list at the time of the new application, the recipient shall continue to receive services and not be placed on the waiting list.

3. Procedure

The recipient must complete a new application at the time the new income change is reported. If all eligibility criteria are met, the recipient shall be certified for 12 months beginning at the time of the new application and the existing case in NC FAST should be closed.

Plans of Care Exceeding 55 Hours

1. General Information

In accordance with Chapter 20, III, L: When a situation occurs in which the average number of hours that care is needed exceeds 55 hours a week, child care can be provided through two (2) different providers or through a single provider who offers care for extended hours.

1. When two (2) different providers are used, each provider is paid the rate appropriate for the established plan of care.
2. If a single provider is paid for more than one shift, the licensed child care center or home must be approved by the Regulatory Services Section Licensing Consultant to provide care for more than one shift and the approval must be included on the provider's Approval Notice.

Approval for a plan, which is different from the usual full-time enrollment plan, must be case specific and the need for two (2) arrangements documented in the child's case record.

To determine the payment for a single provider offering extended hours, the child care worker must consider the total number of hours per week that child care is provided. The LPA can authorize an additional payment only if the total hours per week that care is provided exceeds 55 hours.

The LPA can authorize an additional payment when the total hours per week exceed 55 hours. The provider must be paid according to the rate private pay parents are charged (either a daily rate or a monthly part-time rate) for the additional time above 55 hours.

This new policy addresses situations when the average number of hours that care is needed exceeds 55 hours per week.

2. Policies

New policy states that if a child has a need for care above 55 hours/week and the child attends the same provider for all hours of care, the child would have one plan of care at 150%, 175% or 200 % instead of two plans of care. NC FAST will automatically create one plan of care and one voucher in these situations.

If a child has a need for care above 55 hours/week and the child does not attend the same provider for all hours of care, a plan of care and voucher will be needed for each provider.



3. Procedures

In NC FAST, there are two ways to enter the plan of care and either way is acceptable. The worker can either select schedule varies and the correct level of care percentage, or the worker can enter the actual hours that care is needed. These hours must total more than 55 hours in order for the provider to be reimbursed for the appropriate level of care.

Enclosed please find the chart that breaks down the plan of care hours when the plan of care exceeds 55 hours.

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,



Anna Carter, Director



Plan of Care Chart

Plan of Care	Range of Hours
50 %	1-17
75 %	18-31
100 %	32-55
150 %	56-72
175 %	73-86
200 %	87-110

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