



North Carolina Department of Health and Human Services  
**DIVISION OF CHILD DEVELOPMENT**  
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Deborah J. Cassidy, Director

**SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER No. 02-10**

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

**FROM:** Deborah J. Cassidy, Ph.D. 

**ISSUED:** June 23, 2010

**SUBJECT:** Expanded Eligibility for Seeking Employment  
Expanded Eligibility for Post-Secondary Education and Job Training

**EFFECTIVE DATE:** July 1, 2010

This letter is to confirm that the policies for expanded eligibility for parents or responsible adults seeking employment and for post-secondary education and job training will end on June 30, 2010. Effective July 1, 2010, new families cannot be added under these need categories and Expanded Seeking Employment will no longer be included in waiting list policies which will require some counties to amend their local policies.

**Families Currently Being Served**

Families who are currently receiving services under the expanded policies will continue to receive services in State Fiscal Year 2010-11 until the end of their eligibility period. If termination notices have been sent or if a voucher that was issued for a specific period of time is due to expire on June 30, 2010, the Child Care Action Notice (DCD-4050) must be sent to continue these services. Please remind parents that services will not be extended beyond the eligibility period unless they become eligible for services under another need category. It would be helpful to include a list of resources and programs that can assist with the cost of child care.

**Families on the Waiting List for Expanded Eligibility**

A letter explaining that the period for the expanded eligibility for seeking employment and for post-secondary education and job training has ended must be sent to any families on the waiting list under this category. Their names must be removed effective July 1, 2010. A list of resources and programs that help with child care costs will be helpful for these families as well. Some families may remain on the waiting list in their current position if child care is needed for another reason as defined by subsidy policy and child care staff are aware of the need.

Please distribute this letter to your child care staff and all other agency staff who work with the child care program. If you have questions, please contact your Subsidy Services Consultant.

DJC/BC

cc. Child Care Coordinators  
Subsidy Services Consultants  
Program Compliance Consultants