



SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #05-18

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, Supervisors and Managers
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

ISSUE DATE: October 1, 2018

EFFECTIVE DATE: October 1, 2018

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

- (1) County Transfers
- (2) Children Turning 13 Years of Age

County Transfers

1. General Information

To align with Section 98.21(a)(ii)(G) of the Child Care & Development Fund, a child shall retain eligibility despite any change in residency within the State.

Previous policy in Chapter 11. VI allowed child care services to be terminated for a number of reasons, including when a child moved out of the county that had authorized the subsidized child care, into another county within the state.

2. Policy

New policy clarifies that moving from one county to another within the state is no longer a reason for termination. Recipients are required to report changes to their LPA including when they move from one county to another within the state. When a family moves from one county to another within the state and continues to need subsidized child care, the family's eligibility for SCCA and their case shall continue with no interruption in eligibility and the case shall be transferred to the new county. The family shall not be placed on a waiting list in their new county.

This policy is important for subsidized child care especially at this time in North Carolina as many of our families are trying to recover and rebuild from the devastating impacts of Hurricane Florence. Although this new functionality and policy will be very helpful for families who have been forced to relocate due to the hurricane, it should be implemented for all families. Should a family need to transfer their case to another county and the original county is unable to complete the transfer due to impacts from the hurricane, counties

are able to assist each other with this process. More information is forthcoming about providing emergency county assistance with cross county keying. In the meantime, please contact DCDEE for support and guidance if you encounter this type of situation.

3. Procedure

When a recipient reports a move from one county to another, **the original county of residence** should collect information from the recipient about the move. Below is list of items that should be reviewed with the recipient and updated in NC FAST if the recipient has the information: (Note this is not an exhaustive list.)

1. Updated recipient contact information including phone number and address
2. Recipient's child care provider choice if known
3. Recipient's continued need for care

Once this information is collected, the worker in the **original county of residence** should complete the following steps:

- Update NC FAST with all information provided by the recipient.
- Enter the transfer into NC FAST following instructions in the county transfer job aid and the system will then transfer the case to the new county.
- Transfer copies of the recipient's entire paper file to the **new county of residence** via mail.

The **original county of residence** will be the funding county for the entire month that the transfer is entered into NC FAST. The **new county of residence** will become the funding county the month after the transfer is complete.

Once a transfer is entered into NC FAST by the **original county of residence**, the following steps will apply:

- The child care supervisor in the **new county of residence** will receive the transfer in a work queue and should assign the case to a child care worker.
- The worker in the **new county of residence** should review the case and contact the recipient.
- If errors are found by the worker in the **new county of residence** upon review of the transferred case, the error must be corrected and dated the first day of the month the **new county of residence** is financially responsible for the transfer case.

Because this policy change has the potential to impact spending within counties, each county should closely monitor their spending in NC FAST. DCDEE will also closely monitor transfers that occur across the state and the impact that transfers have on county's spending. In the event that case transfers result in a county overspending or underspending, the county should contact DCDEE for assistance.

Children Turning 13 Years of Age

1. General Information

The Child Care & Development Fund Reauthorization of 2016 sets forth requirements related to children turning 13 years of age and when their eligibility for subsidized child care shall end. Currently, subsidized child care is terminated the last day of the month that a child turns 13 unless the child is approved for continued care due a special need, court-ordered supervision, receiving child protective services or foster care services, or the child would be in an unsafe situation if care were not provided.

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2. Policies

New policy requires that services continue for children who turn 13 years of age through the end of their certification period. They should **NOT** be terminated during the month that they turn 13 years of age. If the child's 13th birthday falls on the first day of the new certification period, services should end the last day of the previous month. This should not include children who are over 12 years of age who have a special need, who are under court-ordered supervision, who are receiving child protective services or foster care services, or who would be left in an unsafe situation if care were not provided.

This policy is also very important to all families in North Carolina but especially to those who have been severely impacted by Hurricane Florence. Allowing the 13-year-old child to maintain eligibility and services for a longer period of time can be beneficial to many families as they work to rebuild and helps them to ensure that their children are safe and well cared for.

3. Procedures

NC FAST will automatically terminate care on the last day of the certification period after a child turns 13 years of age. No action is required in NC FAST to make this extension occur. Child care workers need to ensure that the child's parent/responsible adult understands that services will terminate at the end of the certification period and not during the birthday month.

If a family receives graduated phase out at the end of their certification period and a child turns 13 during the graduated phase out, subsidized child care for the 13-year-old child should continue until the end of the graduated phase out. If the family becomes income eligible during the graduated phase out, the 13-year-old cannot be recertified past the end date of the graduated phase out.

If you have questions regarding about the information in this letter or other Subsidized Child Care Assistance Program questions, please contacted DCDEE.Subsidy.Policy.Help@dhhs.nc.gov to reach policy consultation.

Sincerely,



Anna Carter