



North Carolina Department of Health and Human Services

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Child Development and Early Education

SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM ADMINISTRATIVE LETTER #06-15

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

SUBJECT: Changes to Subsidized Child Care Assistance Program Policies

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

ISSUE DATE: November 23, 2015

EFFECTIVE DATE: December 1, 2015

The purpose of this Administrative Letter is to communicate changes to the Subsidized Child Care Assistance Program policies regarding:

- (1) Start Date for Parental Fees
- (2) Reduction of Parental Fees
- (3) Collection of Unpaid Parental Fees

Start Date of Parental Fees:

1. General Information

Current policy states in Chapter 8. III. B. that a parental fee is calculated from the verified gross monthly countable income. All families who are eligible for subsidized child care assistance based on their countable income will be charged a parental fee for a portion of the cost of child care assistance. Families who are income eligible for subsidized child care assistance are required to pay a portion of the cost of child care through parental fees. Current policy in Chapter 22, IV. A., gives local purchasing agencies (LPAs) the option to assess parental fees on a daily basis (prorated) beginning with the first day the child attends or at the first full month of child care services whichever is later.

2. New Policies:

New policy requires parental fees for new applicants to be effective on the first day the child attends child care.

3. Procedures:

No changes are needed to the administration of the Subsidized Child Care Assistance Program. It is the responsibility of the provider to establish policy for collecting parent fees.

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Reduction in Parental Fees:

1. General Information

Chapter 8, VI. B. 1., states if making a decreased parental fee effective the first day of the following month created a hardship for the family (such as situations involving greatly reduced or complete loss of income), the effective date may be the first day of the month in which the change is reported.

2. Policies:

New Policy allows the decreased parental fee to be effective the first day of the current month only.

3. Procedures:

The Child Care Action Notice (DCDEE-0450) is sent but does not require a ten (10) workday notice. Child Care workers are required to enter the new parental fee into the Subsidized Child Care Reimbursement System to be effective at the beginning of the current month.

Collection of Unpaid Parental Fees:

1. General Information

Chapter 8, IV. C. 1, refers to the collection of parental fees as being the responsibility of the provider. The provider is to have written explanation of collection policy and consequences. Chapter 8, IV. C. 4. (b). states that if a parent fails to pay fees, the provider should contact their LPA. Termination of care can be requested by the provider and all fees must be paid by the parent before a new voucher is issued. Chapter 22, IV, (B) LPAs to develop policy to specify a time frame for allowing parental fees to go unpaid before a request for termination is made.

Current policy states that once parental fees are assessed, LPAs must give the parent/responsible adult a clear explanation of the parental fee policy, the specific charges imposed, and the parent/responsible adult's responsibility for payment. In Chapter 8, IV. 4. LPAs may develop local policy to specify the time frame for providers in allowing parental fees to go unpaid prior to requesting termination of services

1. Policies:

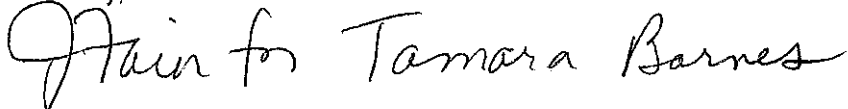
New policy limits collection of past due parental fees to 1 month prior to the provider's request for termination of services.

2. Procedures:

Providers can allow parental fees to go unpaid for (1) month prior to requesting termination. Providers should contact the LPA as soon as possible, within the 30 day period to inform the LPA of unpaid parental fees and to request termination of services.

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,



Tamara Barnes, Interim Director