



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

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

ANNA CARTER  
DIRECTOR

**SUBSIDIZED CHILD CARE ASSISTANCE ADMINISTRATIVE LETTER #08-17**

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

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

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

ISSUE DATE: October 3, 2017

EFFECTIVE DATE: Immediately

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

**Homeless Population Prioritization**

**1. General Information:**

To align with Section 98.46 of the Child Care & Development Fund, priority for services shall be given to children with special needs and children and families experiencing homelessness.

In addition, North Carolina Session Law 2017-57, Section 11B.5 (a) (3) states, 'The Division shall set aside four percent (4%) of child care subsidy allocations for vulnerable populations, which include a child identified as having special needs and a child whose application for assistance indicates that the child and the child's family is experiencing homelessness or is in a temporary living situation. A child identified by this subdivision shall be given priority for receiving services until such time as set-aside allocations for vulnerable populations are exhausted.'

**2. Policies:**

New policy requires all Departments of Social Services (DSS) and Local Purchasing Agencies (LPA's) to prioritize vulnerable populations including families experiencing homelessness. This policy also requires DSS/LPAs to add prioritization of this population to their local policies.

**3. Procedures**

DSS/LPAs will now use the 4% set aside to serve vulnerable populations which includes children identified as having special needs and children and families experiencing homelessness or those who are in a temporary

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LOCATION: 820 SOUTH BOYLAN AVENUE • MCBRYDE BUILDING • RALEIGH, NC 27603

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living situation. Counties must establish a separate waiting list for children and families who are in one of these vulnerable populations. Payment for these services is made with the vulnerable population set-aside.

Once the minimum set-aside amount is encumbered, families experiencing homelessness who are currently being served should be served with funds in the DSS/LPAs regular subsidy allocation. DSS/LPAs may continue to serve new families experiencing homelessness who apply, as long as the DSS/LPA does not overspend their regular subsidy allocation.

DSS/LPAs will also need to submit their local plan on how they will maintain their waiting list and homeless population prioritization set aside. Proposed local plans must be submitted to DCDEE by December 31, 2017. Plans can be submitted by mail to the Subsidy Services Section at 2201 Mail Service Center Raleigh, NC 27699 or by email at [DCDEE.Subsidy.Submissions@dhhs.nc.gov](mailto:DCDEE.Subsidy.Submissions@dhhs.nc.gov).

All local plans will be reviewed by the Subsidy Services Policy Unit for approval prior to submission to the DSS/LPA director and local governing board. The Subsidy Services Policy Unit will follow the Division's approval process. The Division issues an approval letter with the local policies to the DSS/LPA. The letter must be kept on file with the final version of the approved local policies. Signatures of the director of the DSS/LPA and Board Chair and date are required on the final copy of the policies which must be maintained in the DSS/LPA's office. DSS/LPAs must develop a uniform manner to notify parents and providers of local policies and provide a copy of local approved plans to their Subsidy Services Consultant.

**NOTE:** The local plans cannot be implemented by the DSS/LPA until the Division issues the approval letter.

Please submit your local plan to the Subsidy Services Section of the Division of Child Development and Early Education by December 31, 2017.

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](mailto:dcdee.subsidy.policy.help@dhhs.nc.gov) to reach technical assistance and policy consultation.

Sincerely,



Anna Carter, Director  
AC/DL

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