



North Carolina Department of Health and Human Services

Pat McCrory  
Governor

Richard O. Brajer  
Secretary

Tamara Barnes, Interim Director  
Child Development and Early Education

January 11, 2016

**Dear County Directors of Social Services and Local Purchasing Agencies**

**Letter Number:** SCCA DCDL 2016 - #01  
**Attention:** Child Care Coordinators, Supervisors, and Managers  
**Subject:** Subsidized Child Care Assistance Forms

The purpose of this memorandum is to inform you that the forms below used in the Subsidized Child Care Assistance program will no longer be printed and disbursed by the Division of Child Development and Early Education (DCDEE).

At the current time, please utilize forms from DCDEE Website under "Subsidized Child Care Forms" within the Manuals section:

- Application for Child Care Services (DCDEE-0456) (English and Spanish)
- Recipient Responsibilities (DCD-0106)
- Information for Providers (DCD-0460)
- Provider Agreement (DCD-0452)

Forms continue to be in revision to support policies and procedures related to NC FAST, legislative requirements, and changes to Child Care Development Fund (CCDF) requirements.

Forms will be posted on the website as they are revised for you to print as needed.

Upon implementation of NC FAST, these forms will be available for printing from ePASS and the NC FAST Provider Portal as needed.

If you have any questions about the information contained in this letter, please contact [DCDEE.Subsidy.Policy.Help@dhhs.nc.gov](mailto:DCDEE.Subsidy.Policy.Help@dhhs.nc.gov).

Sincerely,

Tamara Barnes, Interim Director

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov)

Tel 919-527-6335 • Fax 919-715-1012

Location: 820 South Boylan Avenue • Raleigh, NC 27603

Mailing Address: 2201 Mail Service Center • Raleigh, NC 27699-2200

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