



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

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

ANNA CARTER  
DIRECTOR

July 19, 2017

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

**Letter Number:** SCCA DCDL 2017 – #03

**Attention:** Directors of County Departments of Social Services  
Director of Other Local Purchasing Agencies  
Child Care Coordinators, Supervisors and Managers  
Other DSS Personnel who work with the Subsidized Child Care Assistance Program

**Subject:** Recertification Packets in NC FAST

The purpose of this Dear County Director Letter is to communicate information about the recertification packets that are currently in NC FAST and will be mailed to families through central print once your county's cases are activated in NC FAST. The recertification packets ask recipients to provide copies of the household's last 4 most current check stubs or wage statements. This request is not consistent with current policy about the use of base periods for determining or re-determining income eligibility.

DCDEE is aware of this discrepancy and the policy regarding use of base periods is not changing. The worker shall use the check stubs or wage statements that are submitted by the recipient as documentation for verifying income. If the check stubs or wage statements received are not within the correct base period, the worker shall document in NC FAST the reason that these stubs or statements were used (i.e. Used check stubs provided by family based on language in recertification packet).

If this occurs and proper documentation is added to NC FAST as to why the check stubs or wage statements were used outside of the appropriate base period, this will not result in a finding when counties are monitored by DCDEE.

DCDEE is working with NC FAST to amend the wording of the recertification packet to align it with current policy about base periods and further notification will be provided once that change has been made.

If you have questions about the information in this letter, or other Subsidized Child Care Assistance Program questions, please contact [dcdee.subsidy.policy.help@dohhs.nc.gov](mailto:dcdee.subsidy.policy.help@dohhs.nc.gov) to reach technical assistance and policy consultation.

Sincerely,

A handwritten signature in cursive script that reads "Anna Carter".

Anna Carter, Director

WWW.NCDHHS.GOV

Tel 919-527-6335 • Fax 919-715-1013

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

MAILING ADDRESS: 2201 MAIL SERVICE CENTER • RALEIGH, NC 27699-2200

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

