



Child Development
and Early Education
HEALTH AND HUMAN SERVICES

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue
Director

November 4, 2016

Dear County Directors of Social Services and Local Purchasing Agencies

LETTER NUMBER: SCCA DCDL 2016 - #07

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

SUBJECT: Procedures for Tracking 20 Months of Education for Foster Parents, Continued Eligibility Work-Around, and Graduated Phase Out Work-Around

The purpose of this letter is to communicate the procedures to follow when tracking the 20 month education limit for foster parents, the work arounds in the Subsidized Child Care Reimbursement System (SCCRS) for continued eligibility and for graduated phase out.

Tracking 20 Month Education Limit for Foster Parents

When a child is placed in foster care and the identified need for child care is post-secondary education, the 20 month limit is to follow the foster parent and not the child. The following procedures should be followed to track a foster parent's post-secondary education:

1. The need for child care for the child in foster care will be coded as developmental need.
2. The child care worker will manually keep up with the 20 month limit. The child care worker must make sure that the 20 months are tracked to the foster parent and not the foster child. Some foster parents may have multiple foster children who are not siblings and therefore have separate child care cases. In this type of situation, the foster parent would still receive 20 months of care regardless of the number of foster children in the home. If a child is removed from the foster parent's home while the foster parent is attending school, the 20 month period will stop and begin again when the foster parent accepts another foster child and wishes to continue their education.

Continued Eligibility Work-Around

When a recipient reports an income increase during their certification period and their gross countable monthly income exceeds Federal Poverty Levels (FPL) of 133% for school age children or 200% for



Department of Health and Human Services | Division of Child Development and Early Education
820 South Boylan Avenue, Raleigh, NC 27603 (Physical Address) | 2201 Mail Service Center, Raleigh, NC 27699-2200 (Mailing Address)
919 527 6335 T | 1 800 859 0829 (Toll Free - In State Only)

preschool age children and children with special needs and meets the federal income threshold of 85% State Median Income (SMI), the following work around steps must be followed:

1. Manually adjust the income to the maximum amount that makes the child eligible compared to 133% or 200% depending on the child's age.
2. Clearly document in the case file why the adjustment was made regarding continued eligibility in order to avoid an audit finding.

Graduated Phase Out Work Around

At **redetermination**, when a families' gross countable monthly income exceeds FPLs of 133% for school age children or 200% for preschool age children and children with special needs and meets the federal income threshold of 85% SMI, the following work around steps must be followed:

1. Manually adjust the income to the maximum amount that makes the child eligible compared to 133% or 200% depending on the child's age.
2. Clearly document in the case file why the adjustment was made regarding graduated phase out in order to avoid audit finding.
3. Manually extend the certification period end date to 90 calendar days from the original end date.

If you have any 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,



Pamela L. Shue, Ed.D.
PS/LD

