



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development and Early
Education

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
ARIEL FORD • Director

Dear County Directors of Social Services and Local Purchasing Agencies

Date: May 27, 2022

Letter Number: SCCA DCDL 2022 - #05

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: Retention of Records for the Subsidized Child Care Assistance Program

The North Carolina Department of Health and Human Services (N.C. DHHS) Controller's Office issues the N.C. DHHS Records Retention and Disposition Schedule for Grants which provides by funding source and state fiscal year the earliest date that records for the funding source may be destroyed. The N.C. DHHS Records Retention and Disposition Schedule for Grants has been updated through March 2021 and supersedes previously approved applicable schedules. You can find information regarding Records Retention and Disposition Schedule at <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention>.

All child care assistance records for State Fiscal Year (SFY) 2008-2009 and prior can be purged. Counties must retain the records for State Fiscal Year beginning 2009 and subsequent years until further notice. TANF is included in with CCDF for DCDEE. Please contact DCDEE.Subsidy.Policy.Help@dhhs.nc.gov if you have questions. You can also visit the Division's website at www.ncchildcare.nc.gov.

Sincerely,

Ariel Ford, Director

Ariel Ford, Director
AF/DL

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

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