



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

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

July 11, 2022

Dear County Directors of Social Services and Local Purchasing Agencies

Letter Number: SCCA DCDL 2022 - #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: Local Waiting List Local Policy

The purpose of this Dear County Director Letter is to request submission of your **2022-2023** Local Waiting List Policy if there have been any updates and/or amendments (previous policy stated that local waiting list policies must be submitted to the Subsidy Services Consultant of DCDEE on an annual basis).

Your 2022-2023 local policy is due by **July 30, 2022 if your county has had any revisions.**

Your local plan should include:

1. How you will maintain your waiting list (order in which populations will be served);
2. If you plan to add to your 4% set-aside to prioritize vulnerable populations (families experiencing homelessness as well as children with special needs).
3. If you allow adding siblings of children actively receiving Child Care assistance; and
4. If you choose to prioritize Teen parents this would be the opportunity for you to include this population in your policy.

Please note that reduction of services due to lack of funding is no longer a valid termination reason per Administrative Letter #02-17. DCDEE's recommendation for reduction of services is below.

"If child care cases are in jeopardy of termination due to potential lack of funding, _____ County will contact DCDEE for guidance."

DCDEE has provided a template to use as a guide to assist you with completing your local policy. Once your Local Waiting List Policy is completed, please submit to donna.lipscomb@dhhs.nc.gov.

If you have questions about this request, please contact me at Donna.Lipscomb@dhhs.nc.gov or 919-814-6386. Thank you for your ongoing cooperation and prompt attention to this request.

Sincerely,

Ariel Ford
AF/DL

Enclosure

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

LOCATION: 333 East Six Forks Rd • Raleigh, NC 27609
MAILING ADDRESS: 2201 Mail Service Center, Raleigh, NC 27699-2200
www.ncdhhs.gov • TEL: 919-814-6300 • Fax: 919-715-1013

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

SCCA Program
Waiting List Local Policy Template

1. Waiting List

- a. A waiting list will be maintained when child care funding is not available, child care providers are not available, or the LPA lacks sufficient staff to process all requests for child care services. When the budget allows us to start serving the children on the waiting list, priority is given. After this, families are offered child care placements on a first come, first served basis according to the date they were added to the waiting list. Families who are requesting full-time care may be prioritized over families who are requesting part-time care based on individual need and circumstance. If child care cases are in jeopardy of termination due to potential lack of funding, _____ County will contact DCDEE for guidance.

- b. The local DSS/LPA directors may authorize families to receive services based on these priority groups as follows: **(counties may choose how they prioritize)**
 - 1. Child Protective Services
 - 2. Foster Care-Based on need of foster parents
 - 3. Child Welfare Services-Crisis situation
 - 4. Homelessness-when child and family have a temporary living situation due to an economic hardship
 - 5. Special Needs children-current IEP or IFSP required (4% set aside for Special Needs
 - 6. Work First-client must be an active participant of the Employment Services Program
 - 7. Teen Parents continuing their education with the local school system
 - 8. Siblings of children actively receiving Child Care services

2. Vulnerable Population Set-aside Funds

Local policy option will not be exercised to set-aside an amount greater than the minimum set-aside determined by DCDEE **(Counties may choose to set aside additional if they like)**. Families on the waiting list must be eligible to receive subsidized child care under DCDEE state guidelines.

Once funding becomes available, families will receive written notification. Failure to respond timely to the notice will result in removal from the waiting list.

Approved by the _____ County Board of Social Services on _____(date) Chairperson _____