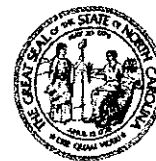


North Carolina Department of Health and Human Services
DIVISION OF CHILD DEVELOPMENT



Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Cynthia L. Bennett, Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #1-09

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Cynthia L. Bennett

A handwritten signature in black ink, appearing to read "Cynthia L. Bennett", written over the printed name.

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: February 24, 2009

The purpose of this change notice is to communicate changes that have been made to the Subsidized Child Care Services Manual. These changes were made to allow local purchasing agencies to issue limited time vouchers in order to spend one-time, nonrecurring funding within the state fiscal year that it was allocated. In addition, information from the August 22, 2008 funding memo regarding a change in services support funding is provided. These changes are effective February 25, 2009. A summary of these changes are provided below and are identified in the manual by a line in the left margin.

Chapter 2 – Funding For Subsidized Child Care Services

Changes were made in this chapter to define one-time, nonrecurring funds in the reversion/reallocation of subsidized child care funds and the issuance of time limited vouchers. In addition, a change was made to increase the amount of services support funding available to certain counties from \$60,000 to \$80,000. This change was approved by the 2008 General Assembly.

Chapter 4 – Application, Eligibility Determination and Documentation

Changes in this chapter reflect changes in the use of one-time, nonrecurring funds for issuing vouchers with a limited time period less than 12 months. It also addresses the families' eligibility period and other required information.

Chapter 9 – Parental Choice and Voucher Procedures

A revision was made in this chapter regarding the 12-month eligibility period for families issued a time limited voucher and the requirement to issue a child care action notice when changes occur in the provision of child care assistance.

Physical Address:
319 Chapanoke Road
Raleigh, NC 27603



Mailing Address:
2201 Mail Service Center
Raleigh, NC 27699

Change Notice #1-09
Page 2 of 2
February 24, 2009

Chapter 10 – Waiting List Policies

Changes in this chapter reflect the requirement to maintain families on the waiting list who have been issued a time limited voucher. A change was also made in the number of reviews of the waiting list that child care staff should conduct during the current state fiscal year.

Instructions for Maintenance of Subsidized Child Care Services Manual

Your agency must maintain at least one copy of the previous manual material for reference during single audits, state monitoring visits and fraud investigations. Child care staff should review the changes to become familiar with the new information.

Remove

Pages 1-7 of **Chapter 2**
Dated September 2003

Pages 5-8 of **Chapter 4**
Dated October 2002

Pages 5-8 of **Chapter 9**
Dated October 2002

Pages 3-6 of **Chapter 10**
Dated October 2002

Insert

Pages 1-8 of **Chapter 2**
Dated February 2009

Pages 5-10 of **Chapter 4**
Dated February 2009

Pages 5-12 of **Chapter 9**
Dated February 2009

Pages 3-6 of **Chapter 10**
Dated February 2009

This Change Notice and revised policy is available on the Division's web site on the Home Page under the tab *What's New*. Child care staff in your agency should print and retain a copy of the revised policy in their Subsidized Child Care Services Manual. In addition, they should maintain a copy of the Change Notice in Appendix E of the manual. The manual can be accessed on-line at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>. Questions regarding the manual materials should be directed to your Subsidy Services Consultant.

Enclosures

CLB/SY