



North Carolina Department of Health and Human Services

**DIVISION OF CHILD DEVELOPMENT**

Phone: 919.662.4499 Fax: 919.661.4845 Courier Number: 56-20-17



Physical Address:  
319 Chapanoke Road  
Raleigh, NC 27603

Mailing Address:  
2201 Mail Service Center  
Raleigh, NC 27699-2201

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #1-11**

**TO:** County Departments of Social Services  
Other Local Purchasing Agencies

**FROM:** Deborah J. Cassidy, Ph.D.

**SUBJECT:** Revisions to the Subsidized Child Care Services Manual

**ISSUE DATE:** May 2, 2011

The purpose of this Change Notice is to communicate changes that have been made to the Subsidized Child Care Services Manual. The changes include Administrative Letter No. 01-11 regarding the correct application of Title IV-E funds for child care to support the employment of foster care parents. A summary of the changes are indicated below. These changes are effective May 6, 2011 and are identified by a line in the left margin of the documents.

**Chapter 4 – Application, Eligibility Determination and Documentation**

This chapter was revised to include the requirement of specific employment information for one and two foster care parents in the same home who are both employed and need child care to support employment.

**Chapter 4 – Attachment 2**

This sample referral form was revised to enter date of birth and specific employment information for one and two foster care parents who need child care to support employment. In addition, the Child Protective Services (CPS) or Foster Care supervisor's signature is required on the referral form. Local purchasing agencies that have developed a referral form for CPS and Foster Care must include the same information that is on the sample form.

**Chapter 5 – Establishing Need and a Plan of Care**

This chapter was revised to include certain employment information for one and two foster care parents in the same home who need child care to support employment. In addition, more than one race can be indicated for a child. The text in this chapter has been reformatted.

**Chapter 9 – Parental Choice and Voucher Procedures**

The revision in this chapter requires parents to select a child care provider before the child care voucher is issued by the local purchasing agency. The Child Care Voucher Procedures chart in Attachment 1 was also changed to reflect the selection of the provider before the voucher is issued.

Change Notice # 1-11  
Page 2 of 2  
May 2, 2011

### **Chapter 22 – Local Policy Options**

The local option that allows the local purchasing agencies to issue the child care voucher after the parent has selected the provider has been removed. Parents are now required to choose a provider before the voucher is issued.

### **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 7-10 of **Chapter 4**  
Dated August 2005

Attachment 2 of **Chapter 4**  
Dated October 2002

Pages 1-15 of **Chapter 5**  
Dated October 2002

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

Attachment 1 of **Chapter 9**  
Dated October 2002

Pages 1-4 of **Chapter 22**  
Dated September 2009

#### **Insert**

Pages 7-10 of **Chapter 4**  
Dated May 2011

Attachment 2 of **Chapter 4**  
Dated May 2011

Pages 1-16 of **Chapter 5**  
Dated May 2011

Pages 5-12 of **Chapter 9**  
Dated May 2011

Attachment 1 of **Chapter 9**  
Dated May 2011

Pages 1-3 of **Chapter 22**  
Dated May 2011

### **Pen and Ink Change**

#### **Table of Contents**

Page ii, Chapter 4:VI. **Delete the page number 9 and change to 10.**

This Change Notice and revised policy is available in the on-line manual on the Division's web site at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>. 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, child care staff should maintain a copy of the Change Notice in Appendix E of the manual. Questions regarding the manual should be directed to your Subsidy Services Consultant.

Enclosures

DJC/CM

cc: Child Care Coordinators  
North Carolina Partnership for Children, Inc.