



Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

Deborah J. Cassidy, Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – REISSUANCE CHANGE NOTICE #1-12

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Deborah J. Cassidy, Ph.D. *Deb Cassidy/A*

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: August 2, 2012

These policies are a reissuance of Change Notice #1-12. The policies were initially sent to you on May 9, 2012 and rescinded on May 14, 2012 due to editing issues. There are no substantive changes from the May 9, 2012 issuance.

The purpose of this Change Notice is to communicate a variety of changes related to the implementation of Phase I of Subsidized Early Education for Kids (SEEK). Revisions resulting from legislative changes regarding limits to post secondary education, transportation and registration fees, payments to one and two star licensed facilities and nonlicensed homes are also included here. Division of Child Development (DCD) has been updated to Division of Child Development and Early Education (DCDEE) in these chapters and examples have been removed. These new policy changes were effective August 1, 2012. The changes are summarized below.

Chapter 5: Establishing Need and a Plan of Care

This chapter was revised to reflect the change from the previous two-year limit to the current twenty-month limit for post-secondary education and skills training.

Chapter 9 – Parental Choice and Voucher Procedures

Revisions were made to this chapter to include procedures for the issuance and activation of the SEEK magnetic stripe card and to add parental responsibilities related to SEEK. In addition, revisions were also made to delete references to registration and transportation fees.

Chapter 17 – Approval Process for Nonlicensed Homes and In-Home Care

The information in this chapter has been deleted because subsidized child care funds can no longer be used to pay for nonlicensed home care.

Chapter 18 – Child Care Transportation

The information in this chapter has been deleted because subsidized child care funds can no longer be used to pay for child care transportation.

Chapter 19 – The Child Care Provider Agreement

This chapter was changed to include the requirement for providers to have a Point of Service (POS) device installed. Revisions were also made to remove references to child care transportation.

Chapter 20 – Payment Policies

Language relating to nonlicensed homes and transportation payments has been removed. Since exceptions for shift overlap are no longer allowed, that section has been removed.

Chapter 21 – Payment Rates

This chapter was revised to remove language regarding the payment of registration and transportation fees and payments to nonlicensed home providers. All payment examples have been removed.

Chapter 22 – Local Policy Options

This chapter was revised to remove local policy options regarding the payment of registration and transportation fees. A change was also made to remove the option to develop policies for reporting absences and submitting monthly attendance records.

DCD-0106 – Recipient Responsibilities for Subsidized Child Care Services

This form was revised to include parent responsibilities related to Subsidized Early Education for Kids (SEEK). It includes language requiring the parent to arrange a schedule of care with the child care provider which is within the authorized level of care. The DCD-0106 has also been translated into Spanish for use with Spanish speaking families.

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. We recommend that staff review the changes to become familiar with the new information.

Remove

Pages 3-16 of **Chapter 5**
Dated May 2011

Pages 1-12 of **Chapter 9**
Dated September 2009

Chapter 17
Dated September 2007

Chapter 18
October 2002

Pages 1- 5 of **Chapter 19**
September 2007

Pages 1- 22 of **Chapter 20**
September 2009

Pages 1-19 and Attachment 1 of **Chapter 21**
Dated September 2009
Change Notice #1 – 12

Insert

Pages 3-16 of **Chapter 5**
Dated August 2012

Pages 1 -13 of **Chapter 9**
Dated August 2012

Explanatory Page
Dated August 2012

Explanatory Page
Dated August 2012

Pages 1 - 4 of **Chapter 19**
Dated August 2012

Pages 1 - 18 of **Chapter 20**
Dated August 2012

Pages 1-12 of **Chapter 21**
Dated August 2012

Page 3 of 3
August 1, 2012

Remove

Pages 1- 3 of **Chapter 22**
Dated September 2009

DCD- **0106**
Dated August 2007

Insert

Pages 1 - 3 of **Chapter 22**
Dated August 2012

DCD- **0106**
Dated May 2012

DCD- **0106 (Spanish)**
Dated May 2012

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

Enclosures

DJC/CM