



North Carolina Department of Health and Human Services
Division of Child Development and Early Education

Pat McCrory
Governor

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Ambassador (Ret.)
Secretary DHHS

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #1-13

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Ron Byrd *Ron Byrd/AB*

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: April 5, 2013

The purpose of this Change Notice is to communicate revisions to the Subsidized Child Care Services Manual. These changes are effective immediately and are identified by a line in the left margin. A summary of the changes are indicated below.

Chapter 23 – Fraudulent Misrepresentation and Overpayments

This chapter was revised to update the responsibilities of the local purchasing agency which are related to fraud. In addition, changes were made to update the policies regarding sanctions.

Chapter 24 – Appeals and Hearings

Changes were made to this chapter to revise the provider appeals process in order to comply with the current Subsidized Child Care Rules.

DCD-0452 – Child Care Provider Agreement

This form was revised to update the appeals process for child care providers.

DCD-0460 – Information About Subsidized Child Care

The requirements for providers wishing to participate in the Subsidized Child Care Program were updated. Revisions were also made to update the hearings and appeals section.

Remove

Pages 1-20 of Chapter 23
Dated October 2002

Pages 1-4 of Chapter 24
Dated October 2002

Insert

Pages 1-18 of Chapter 23
Dated April 2013

Pages 1-4 of Chapter 24
Dated April 2013

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Page 2 of 2
April 5, 2013

Remove

DCD-0452

Dated September 2011

DCD-0460

Dated October 2002

Insert

DCDEE-0452

Dated April 2013

DCDEE-0460

Dated April 2013

This Change Notice and revised policy is available in the on-line manual on the Division's web site at <http://ncchildcare.dhhs.state.nc.us/general/home.asp>. 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

RB/SY

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