



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


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Secretary DHHS

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Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #1-14

TO: County Departments of Social Services  
Other Local Purchasing Agencies

FROM: Robert W. Kindsvatter 

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: February 1, 2014

The purpose of this Change Notice is to communicate changes made to the Subsidized Child Care Services Manual. Revisions were made in response to issues identified by the North Carolina Department of Health and Human Services Office of the Internal Auditor. These changes are effective immediately and are identified by a line in the left margin of the documents. A summary of the changes is indicated below.

**Chapter 3 Roles and Responsibilities**

Revisions were made to this chapter to update the Role of the County Department of Social Services and the Role of the Division of Child Development and Early Education.

**Chapter 23 Fraudulent Misrepresentation and Overpayments**

Changes were made to this chapter to update the Responsibilities of the LPA Staff section. Additional changes were made to clarify the sanction process.

**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 3-11 of Chapter 3  
Dated October 2002

Pages 1-2 and 9-12 of Chapter 23  
Dated April 2013

**Insert**

Pages 3-11 of Chapter 3  
Dated February 2014

Pages 1-2 and 9-12 of Chapter 23  
Dated February 2014

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Change Notice #1-14

Page 2 of 2

February 1, 2014

This Change Notice and revised documents are available in the on-line manual on the Division's web site at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov). Child care staff in your agency should print and retain a copy of the revised documents 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 Subsidized Child Care Services Manual should be directed to the Raleigh-based Policy Unit.

Enclosures

RWK/SY

cc: Child Care Coordinators