



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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Michael F. Easley, Governor • Carmen Hooker Odom, Secretary • Cynthia L. Bennett, Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #2 - 07

TO: County Department of Social Services
Other Local Purchasing Agencies

FROM: Cynthia L. Bennett

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: July 19, 2007

The purpose of this Change Notice is to communicate changes in the [DCD Form 0106 - Recipient Responsibilities For Subsidized Child Care Services](#) located in **Appendix A** of your Subsidized Child Care Services Manual. The new form will be effective August 1, 2007.

This form has been revised to simplify the information and highlight the most important responsibilities regarding the receipt of subsidized child care services. The information removed is covered in the Application for Child Care Services and the Child Care Voucher. This form has been translated into Spanish and will be available on August 31, 2007 from the Division's web site at www.ncchildcare.net. We recommend that you deplete your current supply of this form prior to ordering the revised form from the Division's Distribution Center.

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 information and new format.

Remove

DCD Form 0106
Dated April 2005

Insert

Revised DCD Form 0106
Dated August 2007

A copy of this **Change Notice** should be retained in your manual in **Appendix E**.

Copies are being distributed electronically. Please forward this message to all staff in your agency or copy and distribute the Change Notice. 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.

Enclosure

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