



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #2-11

TO: County Departments of Social Services
Other Local Purchasing Agencies

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

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: July 1, 2011

The purpose of this Change Notice is to communicate changes in the maximum gross monthly income eligibility limits for child care subsidy services. The new income eligibility limits will be effective August 1, 2011. The changes are summarized below.

Chapter 7 – Family Definition and Determining Income Eligibility

A revision was made to this chapter to change Attachment 1 to update the maximum gross monthly income eligibility limits for child care subsidy services. State law requires the eligibility limits to be updated every two years. The new income eligibility limits will apply to families that apply for services on or after August 1, 2011. In addition, the revised limits apply to families currently receiving services whose annual redetermination of eligibility occurs on or after August 1st and to any changes reported by families on or after August 1st.

Chapter 8 – Parental Fees

The Maximum Gross Monthly Income Eligibility Limits and Fee Percentages table in Attachment 1 has been revised to update the income limits for child care subsidy services.

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

Attachment I of **Chapter 7**
Dated August 1, 2009

Attachment I of **Chapter 8**
Dated August 1, 2009

Insert

Attachment I of **Chapter 7**
Dated August 1, 2011

Attachment I of **Chapter 8**
Dated August 1, 2011

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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 increase in the income eligibility guidelines should be directed to your Subsidy Services Consultant.

Enclosures

DJC/CM