



Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

Deborah J. Cassidy, Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL - CHANGE NOTICE #2-12**

**TO:** County Departments of Social Services  
Other Local Purchasing Agencies

**FROM:** Deborah J. Cassidy, Ph.D. *[Signature]*

**SUBJECT:** Revisions to the Subsidized Child Care Services Manual

**ISSUE DATE:** September 27, 2012

The purpose of this Change Notice is to communicate revisions that have been made 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 3: Roles and Responsibilities**

Changes were made to this chapter to update the roles of the county department of social services and program monitoring to include information regarding fraud in order to comply with Child Care and Development Block Grant requirements. The roles of the Division of Child Development and Early Education and the local child care resource and referral agencies were also updated. In addition, revisions were made throughout the chapter to change Division of Child Development (DCD) to Division of Child Development and Early Education (DCDEE) and to remove all references to transportation and/or registration.

**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 1-11 of **Chapter 3**  
Dated October 2002

**Insert**

Pages 1-11 of **Chapter 3**  
Dated June 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/SY