



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

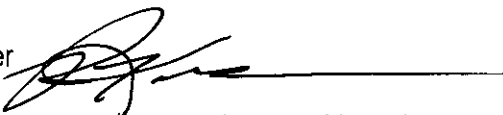
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Robert W. Kindsvatter  
Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #2-14

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: May 19, 2014

The purpose of this Change Notice is to communicate changes made to the Subsidized Child Care Services Manual. 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 5 Establishing Need and a Plan of Care**

Revisions were made to this chapter to provide more clarity regarding responsible adults. Changes were also made to the Seeking Employment and Temporary Unemployment sections to align the policies with Subsidized Child Care Rules.

**Chapter 7 Family Definition and Determining Income Eligibility**

This chapter was revised to update the income unit section to replace the examples with subsidy policy. In addition, the Assessing Monthly Income to Determine Eligibility section was revised to include a reference to North Carolina Families Accessing Services through Technology (NC FAST). Also, the income sections which are included in the Integrated Eligibility Manual were deleted.

**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 1-16 of Chapter 5  
Dated May 2011

Pages 1-21 of Chapter 7  
Dated October 2002

**Insert**

Pages 1-15 of Chapter 5  
Dated May 2014

Pages 1-4 of Chapter 7  
Dated May 2014

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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