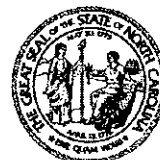




North Carolina Department of Health and Human Services

**DIVISION OF CHILD DEVELOPMENT**

Phone: 919.662.4499 Fax: 919.661.4845 Courier Number: 56-20-17



Physical Address:  
319 Chapanoke Road  
Raleigh, NC 27603

Mailing Address:  
2201 Mail Service Center  
Raleigh, NC 27699-2201


Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

Deborah J. Cassidy, Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #3-09**

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

**FROM:** Deborah J. Cassidy 

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

**ISSUE DATE:** August 19, 2009

The purpose of this Change Notice is to communicate changes that have been made to the Subsidized Child Care Services Manual. A summary of the changes are indicated below. These changes were effective July 17, 2009 and are identified by a line in the left margin of the documents.

**Appendix A – Subsidized Child Care Forms**

The Child Care Voucher (DCD-0446) and Instructions were changed to add Language Preference and Ethnicity based on federal reporting requirements and to clarify parental access and the appeals and hearing process. The distribution of the revised Child Care Voucher occurred prior to the effective date of the Change Notice.

Therefore, local purchasing agencies that issued the Child Care Voucher dated September 2007 or July 2009 remain in compliance with the Subsidized Child Care Program during the period of July 1 through August 31, 2009.

**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**

DCD Form 0446 and Instructions  
Dated September 2007

**Insert**

DCD Form 0446 and Instructions  
Dated July 2009

**Pen and Ink Change**

**Appendix A: Subsidized Child Care Forms**

Page 2, DCD-0446, Copy of Child Care Forms and Instructions. **Delete 9/07 and insert the revised version dated 7/09.**

Change Notice # 3-09  
Page 2 of 2  
August 19, 2009

This change notice, revised form and instructions can be accessed under the tab *What's New* on the Home Page of the Division's web site on August 27, 2009. Child care staff in your agency should print and retain a copy of the revised form and instructions in their Subsidized Child Care Services Manual. In addition, they should maintain a copy of the Change Notice in Appendix E of the manual. The manual can be accessed on-line at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>.

The interactive version of the revised Child Care Voucher will be available on the Division's web site in approximately ten workdays. Staff in the Subsidy Services Section will notify Child Care Coordinators when this occurs.

Current supplies of the Child Care Voucher (DCD-0446) dated September 2007 should be discarded and the revised form ordered from the Division's Distribution Center. Questions regarding the manual materials should be directed to your Subsidy Services Consultant

Enclosures

DJC/SY