



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

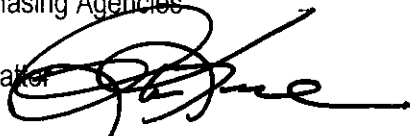
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Secretary DHHS

Robert W. Kindsvatter
Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #3-13

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: December 3, 2013

The purpose of this Change Notice to communicate changes made to the Subsidized Child Care Services Manual. A summary of the changes is indicated below. These changes are effective immediately and are identified by a line in the left margin of the documents.

Appendix A – Subsidized Child Care Forms

The Application for Child Care Services (DCD-0456) and the Instructions for Completion of the Application for Child Care Services were revised to include additional information about the family. This change was made in order to comply with special provision language requiring all county departments of social services to include on any forms used to determine eligibility for child care subsidy whether the family is receiving assistance through the NC Pre-K Program or Head Start.

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

DCD-0456
Dated January 2010

Instructions for Completion of the
Application for Child Care Services (DCD-0456)
Dated January 2010

Insert

DCD-0456
Dated December 2013

Instructions for Completion of the
Application for Child Care Services (DCD-0456)
Dated December 2013

This Change Notice and revised documents are available in the on-line manual on the Division's web site at www.ncchildcare.nc.gov. Child care staff in your agency should print and retain a copy of the revised

www.ncdhhs.gov • www.ncchildcare.nc.gov
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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.

The Division has a supply of the Child Care Application (DCD-0456) dated January 2010 and will evaluate the need to print the revised form once the current supply is depleted. If child care staff continues to use the January 2010 form, the family's use of NC Pre-K and/or Head Start Programs must be inserted at the top of the form. However, child care staff may choose to use and print the interactive Child Care Application dated December 2013 from the Division's web site. Questions regarding the Subsidized Child Care Services Manual should be directed to the Raleigh-based Policy Unit.

Enclosures

RWK/SY

cc: Child Care Coordinators