



North Carolina Department of Health and Human Services

**DIVISION OF CHILD DEVELOPMENT**

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Michael F. Easley, Governor • Carmen Hooker Odom, Secretary • Peggy M. Ball, Director

**SUBSIDIZED CHILD CARE SERVICES MANUAL ~ CHANGE NOTICE # 4 - 02**

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

**FROM:** Peggy M. Ball

**EFFECTIVE:** November 1, 2002

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

**ISSUE DATE:** October 24, 2002

The purpose of this Change Notice is to communicate a change that has been made to the **Subsidized Child Care Services Manual** since the October 2002 revision. This change is regarding the payment for child care services when a child is in the custody of the department of social services and is placed in the home of a relative and the relative operates a licensed family child care home. This change is being made as a result of the recommendation of the North Carolina Association of County Directors of Social Services Child Care Committee. Taken into consideration in making this change were the need for stability of the child(ren) in such circumstances and the priority given to relatives in making placement decisions.

This change in subsidy policy becomes effective November 1, 2002. 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 strongly recommend that staff review this change to become familiar with the new information.

Please note the instructions for the maintenance of the Subsidized Child Care Services Manual which follow.



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**INSTRUCTIONS FOR MAINTENANCE OF  
SUBSIDIZED CHILD CARE SERVICES MANUAL**

**REMOVE**

Page 9 of **Chapter 20** dated  
October 2002.

**INSERT**

Page 9 of revised **Chapter 20** dated  
November 2002.

A copy of this **Change Notice** should be retained in your manual in **Appendix E**.

Only a limited number of copies of this Change Notice will be printed. If your agency needs additional copies, they can be made at the local level. In the future, we will be transitioning to providing the manual on-line rather than printing paper copies. The manual can be accessed on-line at <http://info.dhhs.state.nc.us/olm.manuals/dcd/ccs/man/index.htm>. Questions regarding the manual materials should be directed to your Subsidy Services Consultant.

Attachment