

North Carolina Department of Health and Human Services
DIVISION OF CHILD DEVELOPMENT



Beverly Eaves Perdue, Governor

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Deborah J. Cassidy, Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #5-09

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Deborah J. Cassidy *DJC*

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: September 18, 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 are effective September 25, 2009 and are identified in the manual by a line in the left margin.

Chapter 3 – Roles and Responsibilities

Changes were made regarding the maintenance of electronic records for the Subsidized Child Care Program by local purchasing agencies. Local purchasing agencies that have transitioned to a paperless system are required to scan both sides of the documents in the paper file. In addition, the electronic files must have the same information that paper files include; therefore, updates or revisions must be included. The local purchasing agency must have a secure system to protect each document's integrity in place. At the request of local, state or federal officials, the LPA must provide paper copies of the files. Revisions also address the retention time for paperless records.

Chapter 4 – Application, Eligibility Determination and Documentation

The 2007 General Assembly approved House Bill 150 which changed the start date for a child to enter school from October 16 to August 31 which is in effect for the 2009-10 school years. Child Care staff should consider the number of children who typically enter kindergarten that will require another year of child care.

Chapter 7 – Family Definition and Determining Income Eligibility

This chapter was revised to include guidance on the accountability of earned bonuses and lump sum payments, reimbursements and cafeteria or other health benefit incomes. In addition, back payment of child support was deleted from the list of lump sum payments in the section entitled *Income that is Not Counted*.

Chapter 9 – Parental Choice and Voucher Procedures

The section entitled Issuing the Child Care Voucher was reorganized to include the parent's language preference and the ethnicity of child(ren) to address federal reporting requirements under Title VI.

Chapter 19 – The Child Care Provider Agreement

A revision was made in this chapter to clarify the procedures for review and approval of local policies developed by local purchasing agencies.

Chapter 20 – Payment Policies

This chapter was revised to clarify the review and approval process for local policies established by local purchasing agencies.

Chapter 21 – Payment Rates

This chapter was revised to clarify which child care facilities without a star rated license can receive subsidy payments. The Person-Centered Plan (PCP) is a form typically used by local management entities (local health and mental health departments) to identify and make provision of community-based services for children with special needs. Revisions to the chapter allow the PCP to be used as documentation to support supplemental payments for children with special needs.

Chapter 22 – Local Policy Options

The Division's process for approving local policies submitted by local purchasing agencies was clarified. Revisions also indicate who should sign the Child Care Voucher when child care subsidy services are provided to support child protective services or the local department of social services has custody of the child(ren).

Removal of Child Care Social Worker

In 2005, the Division conducted a formal survey of child care staff working with the Subsidy Program in local departments of social services. At the request of the North Carolina Association of County Directors of Social Services (NCACDSS), the survey was distributed to determine the percentage of child care staff that held a social work or other degree. The survey results showed that staff with varying experiences and degrees held child care positions. To address the results of the survey, the following chapters were revised to change the term *child care social worker* to *child care worker* – Chapters 4; 7; 9; 20 and 21. As additional revisions are made to the manual, the term *child care worker* will be inserted in the applicable chapters.

Appendix A – Subsidized Child Care Forms

Subsidized Child Care Forms Table of Contents, Typical Order of Usage of Forms and the Forms Request (DCD-0040) were revised to remove forms that are no longer used and reflect current revision dates for subsidy forms. In addition, the Application for Child Care Services (DCD-0456) Instruction page includes instructions on how to deduct cafeteria or other health benefit income from the countable gross monthly income for the parent/responsible adult. Instructions on how to document family size were also added to the Application for Child Care Services.

Acronyms and Definitions

This terms and definitions often referenced in the Subsidized Child Care Program were revised.

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. It is critical that child care staff review the changes to become familiar with the new information.

Remove

Pages 7-10 of Chapter 3
Dated September 2007

Pages 3-10 of Chapter 4
Dated October 2002

Insert

Pages 7-11 of Chapter 3
Dated September 2009

Pages 3-10 of Chapter 4
Dated September 2009

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Remove

Pages 3-16 of **Chapter 7**
Dated October 2002

Pages 1-12 of **Chapter 9**
Dated October 2002

Pages 1-4 of **Chapter 19**
Dated September 2007

Pages 1-21 of **Chapter 20**
Dated October 2002

Pages 1-12 of **Chapter 21**
Dated October 2002

Pages 1-3 of **Chapter 22**
Dated October 2002

Pages 1-4 of **Appendix A**
Dated September 2007

DCD Form 0040
Dated October 2002

DCD Form 0456 Instructions
Dated October 2002

Pages 1-12 of **Acronyms and Definitions**
Dated October 2002

Insert

Pages 3-17 of **Chapter 7**
Dated September 2009

Pages 1-12 of **Chapter 9**
Dated September 2009

Pages 1-5 of **Chapter 19**
Dated September 2009

Pages 1-22 of **Chapter 20**
Dated September 2009

Pages 1-12 of **Chapter 21**
Dated September 2009

Pages 1-4 of **Chapter 22**
Dated September 2009

Pages 1-4 of **Appendix A**
Dated September 2009

DCD Form 0040
Dated September 2009

DCD Form 0456 Instructions
Dated September 2009

Pages 1-13 of **Acronyms and Definitions**
Dated September 2009

This Change Notice and revised policy will be available September 30, 2009 on the Home Page of the Division's web site under the tab *What's New*. Child care staff in your agency should print and retain a copy of the revised policy 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>. Questions regarding the manual materials should be directed to your Subsidy Services Consultant.

Attachments

DJC/SY

cc: Child Care Coordinators
North Carolina Partnership for Children, Inc.