



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

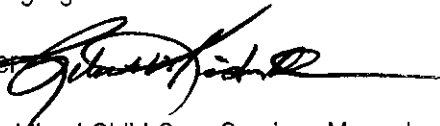
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Secretary DHHS

Robert W. Kindsvatter
Director

SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #5-14

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: December 31, 2014

The purpose of this Change Notice is to communicate changes made to the Subsidized Child Care Services Manual. These changes are effective January 1, 2015 and are identified by a line in the left margin of the documents. A summary of the changes is indicated below.

Chapter 7 – Family Definition and Determining Income Eligibility

Revisions were made to this chapter to revise the definition of income unit to include nonparent relative caretakers.

Chapter 8 – Parental Fees

This chapter was revised to indicate instances where non-parent relative caretakers must be assessed parental fees based on family income. Also, the Determination of the Parental Fee Amount section was revised to provide additional guidance regarding parental fees when providing care for school-age children. In addition, references to responsible adults were added throughout the chapter.

Chapter 20 – Payment Policies

In accordance with Administrative Letter 3-14 dated December 8, 2014, this chapter was changed to restore the previous policies regarding before and/or after school care that were effective prior to October 1, 2014. Also, part-time parental fee references were removed.

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.

www.ncdhhs.gov • www.ncchildcare.nc.gov
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Change Notice #5-14
Page 2 of 2
December 31, 2014

Remove

Pages 1 – 4 of Chapter 7
Dated October 2002

Pages 1 - 9 of Chapter 8
Dated August 2010

Pages 7 - 17 of Chapter 20
Dated October 2014

Insert

Pages 1 – 4 of Chapter 7
Dated January 2015

Pages 1 - 9 of Chapter 8
Dated January 2015

Pages 7 – 18 of Chapter 20
Dated September 2007

Additional Information Related to Use of Child Welfare Services Coding

DCDEE conducted a conference call on December 16, 2014 to provide specific guidance about the utilization of CWS as a need for care in situations where the nonparent relative has been involved with the Department of Social Services' Child Welfare Services Unit. These instructions are being finalized for incorporation into final policy. However since that time, DCDEE has received additional general and case specific questions regarding the use of this coding from a number of counties. In order to fully address these and any potential additional outstanding questions, DCDEE is currently working with NCACDSS prior to finalizing policies in order to assure comprehensive instruction to counties.

DCDEE welcomes your questions and comments about policies related to specific nonrelative caregiver situations. **Please submit your questions and feedback to Kim Miller at Kim.Miller@dhhs.nc.gov by January 12, 2015 so that final guidance may be provided by January 23, 2015.**

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 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