



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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SUBSIDIZED CHILD CARE SERVICES MANUAL – CHANGE NOTICE #1- 10

TO: County Departments of Social Services
Other Local Purchasing Agencies

FROM: Deborah J. Cassidy, Ph.D. *JJ for D.C.*

SUBJECT: Revisions to the Subsidized Child Care Services Manual

ISSUE DATE: July 23, 2010

The purpose of this change notice is to communicate changes that have been made to the Subsidized Child Care Services Manual. These changes include an update to the cover page that reflects the current administration as well as the clarification of the MRA II for the provision of child care services. In addition, all references to child care social worker were replaced with child care worker. Furthermore, changes were made to allow local purchasing agencies to deem income eligibility for subsidized child care services through Food and Nutrition Services, a Department of Health and Human Services (DHHS) means-tested program. The changes are effective August 1, 2010. A summary of these changes are provided below and are identified in the manual by a line in the left margin:

Cover Page

The cover page of the manual has been updated to reflect the current administration of the Department of Health and Human Services and the Division of Child Development.

Table of Contents

The table of contents has been updated to reflect Food and Nutrition Services as Item No. X under Chapter 3.

Chapter 1 – Child Care Services

This chapter was revised to add information about streamlining the access to services for families through the deeming of income eligibility through Food and Nutrition Services.

Chapter 3 – Roles and Responsibilities

A new section was added to this chapter that describes the role of Food and Nutrition Services (FNS) in providing child care services for children in North Carolina.

Chapter 4 – Application, Eligibility Determination and Documentation

A statement has been added to this chapter indicating that information from the Food Stamp Information System (FSIS) screen is to be used during the interview process. This information must be documented in the family case record.

Chapter 5 – Establishing Need and Plan of Care

The revisions in the chapter clarify the use of the MRA II to document Work First active participation for the provision of child care services. Clarification of job readiness activities listed on the MRA II was also added.

Chapter 7 – Family Definition and Determining Income Eligibility

Revisions to this chapter require that income information from the Food Stamp Information System (FSIS) be used when determining income eligibility for subsidized child care services for families receiving benefits from Food and Nutrition Services. The weekly income multiplier has been changed from 4.333 to 4.3 and the bi-weekly income multiplier has been changed from 2.167 to 2.15. In addition, a change was made to include a standard expense deduction of 20% for self-employment.

Chapter 8 – Parental Fees

The revision in this chapter requires that income information in FSIS be used to calculate the family's gross monthly countable income for the families who are receiving food and nutrition benefits.

Chapter 11 – Responding to Eligibility Changes and Redetermination

This chapter revision indicates that the *first step* is to always use the income information from FSIS to respond to changes, reviews or at annual redetermination when families are receiving benefits from Food and Nutrition Services. Attachment 1 of this chapter was revised to show that FNS recipients may not need to bring income information to redetermination appointments. In addition, check boxes indicating which items should be brought to the appointment have been added to the attachment.

Acronyms and Definitions

Food and Nutrition Services (FNS) and Food Stamp Information System (FSIS) were added to the acronym list. Also included is the definition of Food and Nutrition Services.

Instructions for Maintenance of the 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
Cover Page

Pages i-vi of **Table of Contents**
Dated September 2007

Insert
Cover Page

Pages i-vii of **Table of Contents**
Dated August 2010

Change Notice #1-10
Page 3 of 3
July 23, 2010

Remove

Pages 5-6 of **Chapter 1**
Dated October 2002

Pages 9-11 of **Chapter 3**
Dated October 2002

Pages 1-10 of **Chapter 4**
Dated September 2007

Pages 5-15 of **Chapter 5**
Dated October 2002

Pages 1-17 of **Chapter 7**
Dated October 2002

Pages 1-12 of **Chapter 8**
Dated October 2002

Pages 1-7 of **Chapter 11**
Dated October 2002

Attachment 1 of **Chapter 11**
Dated October 2002

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

Insert

Pages 5-6 of **Chapter 1**
Dated August 2010

Pages 9-11 of **Chapter 3**
Dated August 2010

Pages 1-10 of **Chapter 4**
Dated August 2010

Pages 5-15 of **Chapter 5**
Dated August 2010

Pages 1-18 of **Chapter 7**
Dated August 2010

Pages 1-13 of **Chapter 8**
Dated August 2010

Pages 1-7 of **Chapter 11**
Dated August 2010

Attachment 1 of **Chapter 11**
Dated August 2010

Pages 1-13 of **Acronyms/Definitions**
Dated August 2010

This Change Notice and revised policy is available in the on-line manual on the Division's web site at <http://info.dhhs.state.nc.us/olm/manuals/dcd/ccs/man/index.htm>. 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, child care staff should maintain a copy of the Change Notice in Appendix E of the manual. Questions regarding the manual should be directed to your Subsidy Services Consultant.

Enclosures

DJC/MP

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