

Child Care Subsidy Services Appendix D: Procedures for Emergency Subsidized Child Care

III. Provider Participation

A. Licensed Programs Currently Enrolled that are Affected by a Disaster

If a licensed provider is already enrolled in the SCC Program, but is not operational due to flooding or fire from hurricane, adverse weather or other disasters, the program may operate temporarily in another location. The following procedures will apply:

1. A Division of Child Development (DCD) Regulatory Services Section Licensing Consultant, Subsidy Services Consultant, or other DCD staff must make an on-site visit to the temporary location.
2. Programs providing emergency child care must have at least one (1) qualified child care staff person present at the location. Other staff may be temporary. Reasonable staff/child ratios will need to be maintained and approved by DCD staff.
3. If DCD staff receives information that a licensed program is operating in a temporary location, every effort will be made to inform the LPA so they will be aware of the site where the children are being served.
4. If the LPA receives information that a licensed program is operating in a temporary location, then the LPA should immediately inform the local Regulatory Services Section Licensing Consultant or staff at the DCD office in Raleigh. Once DCD obtains the address of the site where the care is being provided they will arrange for an on-site visit of the program to be conducted.
5. If a provider temporarily relocates to another county they would not have to re-enroll unless a new family requests services for their child in the new county.
6. Reimbursement for child care will continue under the facility's existing name, facility ID number and payment rates.
7. Payment will be made through Fund Source 85.
8. A Child Care Voucher must be completed on each child. See Emergency Child Care Voucher ([DCD-0447](#)).
9. Accurate attendance must be kept. The LPA should make a supply of attendance sheets available to the provider.

B. Enrolling Licensed Programs on a Temporary Basis

If a licensed provider is not already enrolled in the SCC Program, provider enrollment applications can be completed via telephone call with Raleigh-based DCD staff or during an on-site visit by a DCD Regulatory Services Section Licensing or Subsidy Services Consultants. A Subsidized Child Care (SCC) Approval Notice must be processed. The following procedures will apply:

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1. The payment rate will be the county market rate for each age group;
2. The transportation rate will be \$38.00 per month for children ages three (3) years and older and \$42 per month for children under age three (3) and for children with special needs;
3. Payment will be made through Fund Source 85;
4. A Child Care Voucher must be completed for each child. See Emergency Child Care Voucher ([DCD-0447](#)); and
5. Accurate attendance must be kept. The LPA should make a supply of attendance sheets available to the provider.

C. Other Programs that are Eligible for Emergency Subsidized Child Care Reimbursement

1. Religious-sponsored child care programs that are not licensed nor G.S. 110-106 approved;
2. Shelter based emergency programs that are not licensed;
3. Mothers Morning Out or Preschool Programs that are not licensed; and
4. Religious-sponsored programs that are operating under G.S.110-106 and are willing to provide emergency child care temporarily.

D. Reimbursement Procedures for Other Programs that are Eligible for Emergency Subsidized Child Care Reimbursement

The programs listed above must follow the procedures below in order to be reimbursed for providing Emergency Subsidized Child Care.

1. A Regulatory Services Section Licensing Consultant, Subsidy Services Consultant, or another DCD staff must make an on-site visit;
2. At least one (1) person present must be qualified to provide child care. Other staff may be temporary. Reasonable staff/child ratio will need to be maintained and approved by DCD staff;
3. A Child Care Voucher must be completed on each child. See Emergency Child Care Voucher ([DCD-0447](#));
4. Payment will be made directly by DCD;

NOTE: These providers will not be entered into the SCC Reimbursement System.

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5. The payment rate will be the county market rate for each age group;
6. Transportation rate will be \$38.00 per month for children ages three years and older and \$42 per month for children under age three (3) and for children with special needs;
7. Payment will be made through Fund Source 85;
8. A Child Care Voucher must be completed for each child. See [Section II.A, above, Child Care Voucher Information](#); and
9. Accurate attendance must be kept and the LPA should make a supply of attendance sheets available to the provider.