

**NOTE:** The application cannot be processed by DCD if the effective date of enrollment is not included.

3. Submit a copy of the Application For Enrollment (DCD-0451) to the Subsidy Services Data Management Unit at:

Data Management Unit, Subsidy Services Section

Division of Child Development

2201 Mail Service Center

Raleigh, NC 27699-2201

Courier # 56-20-17

4. Maintain the original Application For Enrollment (DCD-0451) and the provider's private paying rates in an agency file and, if applicable, sliding fee scale(s) and policy(ies) and scholarship program information.
5. Maintain a copy of the signed and dated Child Care Provider Agreement ([DCD-0452](#)) along with a copy of the LPA's local policies in the provider's file. These forms are **NOT** mailed to DCD.

To prevent mailing duplicate forms and making multiple phone calls, it is recommended that the LPA designate one worker to forward the Application For Enrollment (DCD-0451) to DCD or to make calls to follow-up on the processing of the Application For Enrollment (DCD-0451) or [Approval Notices](#). Inquiries regarding Approval Notices should be directed to the appropriate Data Manager in the Subsidy Services Section. The LPA should allow at least two weeks from the date the Application For Enrollment (DCD-0451) was mailed for an Approval Notice to be processed or to call to check on the status of the Approval Notice.

6. Refer to the **Subsidized Child Care Reimbursement Manual** for instructions for viewing and downloading the Approval Notice from the **Subsidized Child Care Reimbursement System**.

#### **IV. PROCEDURES TO GENERATE A REVISED APPROVAL NOTICE WHEN A CHANGE OCCURS**

##### **A. Change in Type of Child Care Operation**

If the LPA is notified by the provider that there will be a change in the type of program (e.g., from a home to a center or from a center to a home), the LPA should remind the provider of the need to notify the Regulatory Services Section Licensing Consultant if they have not already done so. A new license must be issued before accepting additional children and in order to continue to be eligible to participate in the SCC Program. A new Application for Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)) is not needed; however, pen and ink changes must be made to the current application. Additionally, the provider must submit a new Private Paying Rates And Other Fees ([DCD-0458](#)) form to the LPA.

After the licensing information is submitted by the DCD Regulatory Services Section Licensing Consultant and is entered into the Regulatory Services System, the change will appear on a newly issued Approval Notice in the SCCRS.

## **B. Change in Ownership or Location**

1. When the LPA is notified by the provider of a change in ownership and/or location, the LPA must provide the new owner of the facility with the Information About Subsidized Child Care ([DCD-0460](#)) and an Application for Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)) in order to collect the information regarding the facility's name, the new license number and any other documented changes. The completed Application For Enrollment (DCD-0451) is returned to the LPA and is kept in the provider's file. It is not necessary to mail the Application For Enrollment (DCD-0451) to DCD since the information entered into the DCD Regulatory Services System will provide information to generate a new Approval Notice.

The new owner must sign the Child Care Provider Agreement ([DCD-0452](#)) and submit private paying rate information or complete a new Private Paying Rates and Other Fees ([DCD-0458](#)) form.

2. When a provider of a facility that is already enrolled in subsidy notifies the LPA that the provider is moving to another location, the LPA should remind the provider that she must notify the Regulatory Services Section Licensing Consultant before relocating in order for the new location to be licensed and a new license number to be issued. The provider must also complete a new Application For Enrollment, since this is the provider's official notification to the LPA of her new location address and license number, and submit rate information on the Private Paying Rates and Other Fees ([DCD-0458](#)) form, if there is a rate change resulting from a change in location. The Application For Enrollment is not sent to DCD but is maintained in the provider's file.

The Regulatory Services Section is responsible for linking the two license numbers in licensing and thereby allowing the enrollment of the new location in the SCC Program. The provider does not need to sign a new Child Care Provider Agreement (DCD-0452) or local payment policies. New Child Care Action Notices ([DCD-0450](#)) or new Child Care Vouchers ([DCD-0446](#)) do not need to be completed. However, either pen and ink changes which are initialed and dated must be made on the Vouchers or Action Notices indicating the new DSS ID number and location or the LPA must place a memo with the change of location information in each child's file. If the provider follows licensing procedures and there has been no gap in the time between the licenses, there will be no gap in subsidy payment.

## V. PROCEDURES FOR APPROVING PROVIDERS WHO ARE NOT LICENSED

The LPA refers providers who wish to become licensed to the Regulatory Services Section in DCD. Information regarding the licensing process is available from DCD upon request and from DCD's website (<http://ncchildcare.dhhs.state.nc.us/>). Illegal arrangements should be reported to DCD or to the Regulatory Services Section Licensing Consultant who provides services in that area.

Individuals who are transportation-only providers, nonlicensed home providers, in-home care providers, and out-of-state providers **can be approved for enrollment in the SCC program by the LPA**. Regulatory Services Section Licensing Consultants are not involved in the approval, enrollment, or the investigation process of these types of providers. Visits to the providers, when appropriate, and terminations of approval are handled by the LPA. The responsibility for investigation of complaints is determined by the type of provider.

Additional information on policies and procedures governing nonlicensed home providers and in-home care is provided in [Chapter 17: Approval Process for Nonlicensed Homes and In-Home Care](#), and information about transportation providers can be found in [Chapter 18: Child Care Transportation](#).

## VI. ENROLLING AN OUT-OF-STATE PROVIDER

- A. Sometimes it is necessary for a child to receive child care services from a provider in another state. Examples might include:
1. A child is in custody of the county department of social services and lives with a relative in another state.
  2. A parent commutes to an employment location which is in another state and requests child care near the employment location.