

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.

- B.** If a parent/responsible adult is eligible for SCC and selects an arrangement outside of North Carolina, the following steps must be taken in order to approve the provider for payment:
1. The LPA contacts the other state's licensing or regulatory office to determine if the provider is operating legally. Information regarding the appropriate state agency to contact can be found on the website of the National Resource Center for Health and Safety in Child Care (<http://nrc.uchsc.edu>). The web site includes a list of all the states, the licensing regulations for each state and a state contact person. If unable to access the web site, call the National Resource Center at 1-800-598-KIDS to request this information. The information received is documented and placed in the case file. SCC payments can only be made in legal arrangements.

The LPA requests that the provider complete:

- a. An Application for Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)).
- b. Private Paying Rates and Other Fees form ([DCD-0458](#)).
- c. Child Care Provider Agreement ([DCD-0452](#)).
- d. Local policies, if applicable.

NOTE: The Application For Enrollment (DCD-0451) is not submitted to DCD since Approval Notices are not issued for out-of-state providers.

2. A Child Care Voucher ([DCD-0446](#)) is issued by the LPA for the child and the voucher must be signed by the provider. Attendance reports must be completed and submitted to the LPA by the provider.
3. If the payment will be made as a vendor payment, the LPA assigns a facility ID# for providers in the same manner as they would for other providers who are not required to have an Approval Notice, e.g., in-home providers, nonlicensed home providers and transportation-only providers.
4. Out-of-state providers are identified by the letter "X" as the fourth digit of the facility ID# in order to claim reimbursement through the SCCRS. The maximum subsidy payment for the out-of-state provider is the private paying rate of the provider or the one star market rate for the county that is making the payment, whichever is lower.