

contracting agency as they occur. Spending levels must be adjusted by the contractor accordingly.

Any agency, such as a contracting subsidy administrator or department of social services that administers the SCC Program must provide records of administration of the program upon request for review by staff of local, state, or federal agencies. These records must be maintained for at least three (3) state fiscal years and may not be destroyed until authorized by DCDEE. Additional information regarding specific requirements for counties who contract with other agencies is provided in this chapter. See [Attachment 1: SCC Roles and Responsibilities](#) and Attachment 2: Contract Requirements for County Department of Social Services Agencies.

Local purchasing agencies that have transitioned to a paperless system are required to produce electronic files and paper copies of the entire child care and provider's record(s) when requested by local, state and federal officials. Both sides of the documents must be scanned and stored so that records are free from contamination and deterioration. The electronic files must contain the same information and signatures that paper files include. Any updates or revisions to child care and provider records must also be scanned, stored properly and produced when requested.

LPAs must implement safeguards for the paperless system to protect the integrity of the scanned files. The Local Records Management Unit in the Department of Cultural Resources can provide information regarding the requirements and guidelines related to imaging (scanning) paper documents. The contact number is 919-807-7365.

Paperless records must be maintained for at least three state fiscal years or until all audits continued beyond the three year period are officially completed by local, state and federal officials. LPAs must request permission from the Subsidy Services Section of the Division to purge paperless and paper records.

IX. ROLE OF THE WOMEN'S AND CHILDREN'S HEALTH SECTION, NUTRITION SERVICES BRANCH - (919) 707-5000

The Women and Children's Health Section of the Division of Public Health administers the [Child and Adult Care Food Program \(CACFP\)](#). Information about the program can be accessed on their website at www.ncpublichealth.com/.

The CACFP was established by Congress in 1968 in response to the need to provide good nutrition for children in low-income areas where there were large numbers of working mothers. It also introduces young children to many different types of foods and helps them learn good eating habits. Child care programs that participate in the Child and Adult Care Food Program receive reimbursement for nutritious meals served to the children.

The program is limited to public and private nonprofit organizations providing licensed, or approved nonresidential child care services. Private for profit centers and homes may participate if they meet certain criteria for serving low-income children. Refer to Chapter 20: Payment Policies for more information.

X. ROLE OF THE FOOD AND NUTRITION SERVICES PROGRAM

Food and Nutrition Services (FNS) is a federal food assistance program administered through the county departments of social services that helps low-income families to buy the food they need for a nutritionally adequate diet. All households must meet an income test, currently at or below 200% of federal poverty level, to receive benefits.

Families who receive benefits through the Food and Nutrition Services Program automatically are deemed income eligible for subsidized child care services. Child care staff in local departments of social services and other local purchasing agencies access family demographics and income information from the Food Stamp Information System (FSIS).

XI. ROLE OF LOCAL CHILD CARE RESOURCE AND REFERRAL AGENCIES

There are fourteen regional child care resource and referral agencies across the state that serves all 100 counties. The primary goal of resource and referral agencies is to help parents find child care services. Child care resource and referral agencies may:

- A. Broaden community awareness about the child care needs and services in their area.
- B. Offer training for parents and providers.
- C. Work with corporations to help their employees find child care services.
- D. Subcontract with the county DSS to administer the SCC Program and/or the local Smart Start partnership.

NOTE: The contact information for CCR&R agencies in each county is on DCDEE's website at www.ncchildcare.net.

XII. ROLE OF THE NORTH CAROLINA PARTNERSHIP FOR CHILDREN

Smart Start is a public/private initiative that provides state funding for preschool age children in all of the state's 100 counties. Smart Start funds are administered at the local level through local nonprofit organizations called local partnerships. The North Carolina Partnership for Children (NCPC) is the statewide nonprofit organization that provides oversight and technical assistance for local