VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Seeking Employment – 801, 802, 803, ▮, 401, 402, 403, ▮	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71	No
	Work First Family Assistance with countable income - 006		Yes
	With Regard to Income - 009		Yes
	Foster Care Services Recipient - 020		No
	Military (income within guidelines) – 071		Yes
Employed - 811, 812, 813, ▮, 411, 412, 413, ▮	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	No
	Work First Family Assistance with countable income – 006		Yes
	With Regard to Income - 009	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71	Yes
	Foster Care Services Recipient – 020 (cannot be used with Fund Source 15 or 25)		No
	Military (income exceeds guidelines) – 070	SCC - 25	Yes
	Military (income within guidelines) – 071	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes

VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	**Income Criteria/ Category Code**	**Fund Source (FS)**	**Parent Fee**
Employed (Primary) + Post-Secondary Ed/Training - 8A1, 8A2, 8A3, ▓, 4A1, 4A2, 4A3, ▓	Work First Family Assistance without countable income – 005	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	No
	Work First Family Assistance with countable income – 006		Yes
	With Regard to Income - 009	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71	Yes
	Foster Care Services Recipient – 020 (cannot be used with Fund Source 15 or 25)		No
	Military (income exceeds guidelines) – 070	SCC - 25	Yes
	Military (income within guidelines) – 071	SCC – 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes
Child Protective Services (CPS) - 821, 822, 823, ▓, 421, 422, 423, ▓	Without Regard to Income - 019	SCC - 25 Smart Start – 15 County Funds – 55	No
CPS (Employed) - 8C1, 8C2, 8C3, ▓, 4C1, 4C2, 4C3, ▓	Without Regard to Income - 019	SCC - 25 Smart Start – 15 County Funds – 55	No

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VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	Income Criteria/ Category Code	Fund Source (FS)	Parent Fee
Postsecondary Education - 831, 832, 833, ▮▮, 431, 432, 433, ▮▮	Work First Family Assistance without countable income – 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72	No
	Work First Family Assistance with countable income – 006	TANF – 73	Yes
	With Regard to Income – 009	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71	Yes
	Foster Care Services Recipient – 020		No
	Military (income within guidelines) – 071	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes
Post-Secondary Ed/Training (Primary) + Employed - 8B1, 8B2, 8B3, ▮▮, 4B1, 4B2, 4B3, ▮▮	Work First Family Assistance without countable income – 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72	No
	Work First Family Assistance with countable income – 006	TANF – 73	Yes
	With Regard to Income – 009	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71	Yes
	Foster Care Services Recipient – 020		No
	Military (income within guidelines) – 071	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	Yes

VALID REIMBURSEMENT CODE COMBINATIONS			
Reason for Child Care / Need Code	**Income Criteria/ Category Code**	**Fund Source (FS)**	**Parent Fee**
Developmental Needs - 841, 842, 843, ▓, 441, 442, 443, ▓	Work First Family Assistance without countable income - 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71	No
	Work First Family Assistance with countable income – 006		Yes
	With Regard to Income – 009		Yes
	Foster Care Services Recipient – 020		No
	Military (income within guidelines) – 071		Yes
Child Welfare Services (CWS) - 851, 852, 853, ▓, 451, 452, 453, ▓	Without Regard to Income - 019	SCC - 25 Smart Start – 15	No
	Foster Care Services Recipient- 020		No
CWS (Employed) - 8D1, 8D2, 8D3, ▓, 4D1, 4D2, 4D3, ▓	Without Regard to Income - 019	SCC - 25 Smart Start – 15	No
	Foster Care Services Recipient- 020		No
High School Education/GED - 871, 872, 873, ▓, 471, 472, 473, ▓	Work First Family Assistance without countable income - 005	SCC - 25 Smart Start – 15 County Funds – 55 Work First – 71 TANF – 72 TANF – 73	No
	Work First Family Assistance with countable income - 006		Yes
	With Regard to Income - 009	SCC - 25 Smart Start – 15	Yes
	Foster Care Services Recipient – 020		No
	Teen Parent - 054		Yes
	Teen Parent/Work First - 055	SCC - 25 Smart Start – 15 County Fund – 55 Work First – 71 TANF – 72 TANF – 73	Yes

VALID REIMBURSEMENT CODE COMBINATIONS Fund Source 20 – Foster Care Recipient[1]			
Reason for Child Care / Need Code	**Income Criteria / Category Code**	**Fund Source**	**Parent Fee**
Employed – 811, 812, 813, 411, 412, 413*	Without Regard to Income – 020*	Foster Care – 20 *	No
Employed (Primary) + Post-Secondary Ed/Training - 8A1, 8A2, 8A3, ▮▮, 4A1, 4A2, 4A3*, ▮	Without Regard to Income – 020*	Foster Care – 20 *	No

*If paying transportation (819, 419), use Category code 009 and Fund Source 25. Fund Source 20 is for all foster care recipients who receive child care to support employment.

(1) It is **not** limited to children placed in licensed foster care homes, but also includes children placed with relatives.

VALID REIMBURSEMENT CODE COMBINATIONS LOCAL WORK FIRST BLOCK GRANT FUNDS Fund Source 71 – Local TANF [2]			
Reason for Child Care / Need Code	**Income Criteria/ Category Code**	**Fund Source**	**Parent Fee**
Employed – 811, 812, 813, ▓, 411, 412, 413, ▓	Work First Family Assistance without countable income -005	TANF – 71	No
	Work First Family Assistance with countable income – 006		Yes
	Non-Work First Family Assistance parent employed with countable income – 017		
	Non-Work First Family Assistance non-custodial parent with countable income - 018		
Employed (Primary) + Post-Secondary Ed/Training - 8A1, 8A2, 8A3, ▓, 4A1, 4A2, 4A3, ▓	Work First Family Assistance without countable income -005	TANF – 71	No
	Work First Family Assistance with countable income – 006		Yes
	Non-Work First Family Assistance parent employed with countable income – 017		
	Non-Work First Family Assistance non-custodial parent with countable income - 018		
Postsecondary Education – 831, 832, 833, ▓, 431, 432, 433, ▓	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
Post-Secondary Ed/Training (Primary) + Employed - 8B1, 8B2, 8B3, ▓, 4B1, 4B2, 4B3, ▓	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
High School Education/GED – 871, 872, 873, ▓, 471, 472, 473, ▓	Work First Family Assistance without countable income-005	TANF – 71	No
	Work First Family Assistance with countable income - 006		Yes
	Teen Parent/Work First - 055		Yes

NOTE: Seeking Employment Need Codes cannot be used for Fund Source 71 with 005 and 006 category codes because it would start the 60-month time clock for Work First recipients.

(2) In order for the LPA to receive funds from the state for payments entered under Fund Source 71, the LPA must complete the DSS – 1571.

CHILD CARE SERVICES SUPPORT REPORTING REQUIREMENTS

WORKER DAILY REPORT OF SERVICES (DSS-4263)

The Services Information System (SIS) Codes that relate to child care services have been incorporated into the Child Care Subsidy Services Manual for the convenience of LPA staff. These codes may be used by LPA staff who administer the Subsidized Child Care Program and Program Integrity staff. Refer to the SIS User's Manual for general instructions for recording time on the DSS-4263. The following codes are used **only** for child care services support funds:

PROGRAM CODE – Column 12

L –   Child Care and Development Fund
4 -   Smart Start Funds
G -   General Administration
9 -   Work First Block Grant
R -   100% Federally Funded

See the Services Information System (SIS) Manual for more information.

SERVICE CODES – Column 9

002 – Child Care Program Management – for staff who are performing provider-related activities and having child care program management responsibilities.

Activities include recruiting and training providers, enrolling providers in the Subsidized Child Care Program, maintaining provider files, preparing or supervising the preparation of monthly reimbursement reports, monitoring child care spending to insure that the budget is maintained and maximum use of funding is attained, developing local policies, monitoring compliance of nonlicensed family child care home standards, training staff, coordinating with other child care programs and agencies, promoting community awareness of child care needs and responding to requests for information, and other activities required to manage the Subsidized Child Care Program.

521 – Child Care – for staff who are responsible for arranging child care for Work First families.

This code is for the provision of child care for the purpose of enabling a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the child. Staff responsible for arranging child care for Work First families may use code **521** to report this service. If the Work First case manager provides this service, it is considered case management.

542 - Child Care Retention Services – for staff who are responsible for arranging child care for Non-Work First families.

This code is for purchasing child care for families that are not current Work First recipients who have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First Manual. Child care Retention Services may be provided for former Work

First families and to families who have never received Work First. Child care services are intended to help families remain off Work First cash assistance, particularly when the parent is employed. Use this code for child care that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

NOTE: Code 542 should be reported on the DSS-1571. SIS client ID numbers are required.

Special Instructions: Transportation expenditures related to "Child Care Retention Services" should be reported as Code 541.

549 – Child Care For Non-Custodial Parents of Work First Children – for staff who are responsible for arranging child care for Non-Custodial Parents of Work First Children.

This code is used for the provision of child care for the purpose of enabling a non-custodial parent to work or participate in activities leading to work when the individual's presence would otherwise be required in home to care for the child.

NOTE: Code 549 should be reported on the DSS-1571. SIS client ID numbers are required.

Special Instructions: Code 549 is to be used only for child care for the Non-Custodial Parent's Non-Work First children. Child Care Services for Work First children are reported as Code 521. Time spent arranging for child care for a non-custodial parent should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children - Code 548. Transportation to/from child care facilities for non-Work First children of non-custodial parents should be reported as Code 569.

816 – Child Care Services Delivery – for staff who have direct client contact and perform client-related services activities.

This code is used to record activities needed to deliver child care services, including transportation, to eligible families. This includes such activities as working with the family to assess their child care needs, determining initial and on-going client eligibility and establishing fees, providing parents with information that enables them to recognize quality care and to make informed child care choices, arranging a plan of care that best meets the needs of the child and the family, maintaining contact with the family and providers to insure the family is receiving the appropriate services(s), authorizing payments, and maintaining case files.

990 – General Administration – for staff performing activities that are considered general administration.

This code is used to record a block of time for activities considered "general administration"; e.g., leave, employee travel, supervisor/worker conferences, attendance at training sessions, direct activities of less than a 5-minute duration and compensatory time, etc.

SUBSIDIZED CHILD CARE CODES   REVISED 05/01/14

SCC Codes for Local Purchasing Agencies

Purchaser Number	County	Alpha (1)	Purchaser Number	County	Alpha (1)	Purchaser Number	County	Alpha (1)
001	Alamance	G	035	Franklin	K	069	Pamlico	P
002	Alexander	E	036	Gaston	F	070	Pasquotank	R
003	Alleghany	D	037	Gates	R	071	Pender	O
004	Anson	H	038	Graham	A	072	Perquimans	R
005	Ashe	D	039	Granville	K	073	Person	K
006	Avery	D	040	Greene	P	074	Pitt	Q
007	Beaufort	Q	041	Guilford	G	075	Polk	C
008	Bertie	Q	042	Halifax	L	076	Randolph	G
009	Bladen	N	043	Harnett	M	077	Richmond	H
010	Brunswick	O	044	Haywood	A	078	Robeson	N
011	Buncombe	B	045	Henderson	B	079	Rockingham	G
012	Burke	E	046	Hertford	Q	080	Rowan	F
013	Cabarrus	F	047	Hoke	N	081	Rutherford	C
014	Caldwell	E	048	Hyde	R	082	Sampson	M
015	Camden	R	049	Iredell	F	083	Scotland	N
016	Carteret	P	050	Jackson	A	084	Stanly	F
017	Caswell	G	051	Johnston	J	085	Stokes	I
018	Catawba	E	052	Jones	P	086	Surry	I
019	Chatham	J	053	Lee	J	087	Swain	A
020	Cherokee	A	054	Lenoir	P	088	Transylvania	B
021	Chowan	R	055	Lincoln	F	089	Tyrrell	R
022	Clay	A	056	Macon	A	090	Union	F
023	Cleveland	C	057	Madison	B	091	Vance	K
024	Columbus	O	058	Martin	Q	092	Wake	J
025	Craven	P	059	McDowell	C	093	Warren	K
026	Cumberland	M	060	Mecklenburg	F	094	Washington	R
027	Currituck	R	061	Mitchell	D	095	Watauga	D
028	Dare	R	062	Montgomery	H	096	Wayne	P
029	Davidson	G	063	Moore	H	097	Wilkes	D
030	Davie	I	064	Nash	L	098	Wilson	L
031	Duplin	P	065	New	O	099	Yadkin	I
032	Durham	J	066	Northampton	L	100	Yancey	D
033	Edgecombe	L	067	Onslow	P			
034	Forsyth	I	068	Orange	J			
101	Southwestern Child Development Commission, Inc.	*						
107	Buncombe County Child Care Services	*						

*The alpha is based on the county in which each facility is located.

(1) The alpha is the first character in a center's or home's Subsidized Child Care (SCC) ID #, as J9210010 is in Wake County.