

# DCDEE SCCA Program Policy Manual

What's New 10-1-2023

This document is intended to communicate policy changes to the newly revised SCCA Manual. Additionally, manual revisions were made to numerous chapters to provide policy clarification.

**Note: Guidance and procedures on NC FAST Job Aids may vary from information provided in the SCCA Manual. Updated Job Aids are coming soon.**

Policy Topic	Chapter	Page/Section
Vulnerable Populations Set-Aside	2	PG. 6 V. Clarified Vulnerable Populations must be placed on a separate waiting list.
DSS/LPA Responsibilities	3	PG. 7 Attachment #6 Revised county monitoring providers.
Initial Guided Interview	4	PG 1 Last two bullets revised policy regarding selection of providers.
Initial Guided Interview	4	PG. 3 II. Removed last para. Regarding provisions & placed in section III. Reason care is needed.
Who Can Apply for SCCA	4	PG. 4 V. D Clarification provided who signs application with CPS, CWS & FC. Added Recipient Responsibilities.
Establishing the Initial Eligibility Period	4	PG. 12 XI. A. Standard Eligibility Period-clarification provided 1 <sup>st</sup> para. added date stamped.
Establishing the Initial Eligibility Period	4	PG. 13 XI. A. Standard Eligibility Period-clarification provided 2nd para. Added 30 days for Eligibility Determination.
Application Process	4	PG. 14 XII. Provided clarification regarding Social Security Numbers and OLV/OVS.
Applications for Foster Care	4	PG. 22-23 a. Foster Care Referrals & Evidence – Clarification provided regarding FC at Recertification.
Application and County Transfers	4	PG. 25-26 H #2. County Transfers provided clarification when the case is transferred.

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Child Care to Support Employment, Seeking Employment, and Job Training for Employment	<b>5</b>	PG. 4-5 III.B.2. Guidelines for Part-Time Employment- clarification per Admin Letter #3-18.
Documentation Requirements	<b>6</b>	PG. 3 IV. Corrected: PCP-Person-Centered Plan (previously listed as “Personal Care Plan”).
Responsible Adult	<b>7</b>	PG. 5 # 6 bottom pg. Added Rights & Responsibilities.
Foster Care (FC)	<b>7</b>	PG. 9 #1 Non-parent Relative Caretaker Income Unit- revised for clarity.
Joint or Split Custody Income Unit	<b>7</b>	PG. 10 D. 1 Separated out Joint & Split Custody for flow purposes.
Recertifications	<b>7</b>	PG. 11. NEW Section per Admin. Letter 01-23.
Computing Self-Employment Operational Expenses	<b>7</b>	PG. 20 A. 2nd para. revised policy for actual expenses.
Gainful Employment	<b>7</b>	PG. 22 B. Last para clarified that policy is Before Deductions with LOC.
Verifications	<b>7</b>	PG. 43 #1 2 <sup>nd</sup> para clarified policy regarding OLV/OVS.
Verifying Foster Care	<b>7</b>	PG. 49 D. Clarified policy regarding the Program Referral.
Responsibilities of the Provider	<b>8</b>	PG. 4-6 C. Revised entire section for flow and clarification.
Parental Fee Adjustments when the Plan of Care or Eligibility Changes, Including Redetermination-	<b>8</b>	PG. 11-12 B. Revised entire section for clarification.
One-Time Medical Adjustment	<b>8</b>	PG. 13 i & ii. Added examples of Medical Expenses.
Prioritizing Families	<b>10</b>	PG. 2-3 III.A. Changed sentence order for better flow, gave additional examples of prioritizations.
Conducting Wait List Survey	<b>10</b>	PG. 3 III.B. Removed wording about applications (belongs in a later section).

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Removing Families from the Waiting List	<b>10</b>	PG. 4 III.D. Added language about timeframe to apply.
Licensing Requirements, Non-Compliance, and Sanctions	<b>12</b>	Pgs. 1- 17 Corrected spelling and grammar errors.
Out-of-State Providers	<b>15</b>	PG. 11 NEW Policy: Paid at the three-star rate.
Subsidy Payment Rates Based on License Status	<b>16</b>	PG. 4 C. Revised per Admin. Letter # 02-23 removed “whichever is lower” from policy language.
Responding to Absences	<b>16</b>	PG. 7-8 F. 1 Hardship Procedures in NC FAST was revised.
Payment Policies and Procedures	<b>16</b>	PG. 11 H. When Part-time Child Care is Not Available added document burden for part-time care.
School Age Children (Before, After, or Before and After School Services)	<b>16</b>	PG. 20 N. #3- Revised approved market rate language per admin 02-23 removed “whichever is lower” from policy language.
Payment for Religious-Sponsored Programs (G.S. 110-106)	<b>16</b>	PG. 21 P. Revised approved market rate language per Admin. Letter #02-23 removed “whichever is lower” from policy language.
Payment Rates For Facilities	<b>17</b>	PG. 1 III.A. Removed reference to Appendix B.
Local Policy Options	<b>18</b>	PG. 1 I. Chapter Overview – Reworded paragraph for better flow.

As a reminder, the new Subsidized Child Care Manual is effective October 1, 2023, and at that time counties are expected to be consistent with implementing the 2023 version of the SCCA manual for case management. You may begin to see updates to our website as our team works to upload the latest changes.

Over the last several weeks, we have been grateful for the opportunity to hear from many of you and have taken note of your questions and experiences. We appreciate your feedback and requests for clear guidance regarding Signatures Received Electronically, Self-Employment, and case Narratives to name a few. DCDEE is working to get concise, clear policy in place regarding these policy topics. Your understanding and patience are appreciated.

If you have questions or require guidance ahead of an impending policy, please contact your Technical Assistance Consult and/or the Subsidy Policy Help desk. Thank you for your continued support and partnership.