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- 1 NC Department of Health and Human Services  
 Division of Child Development and Early Education  
 Subsidy Services Section  
 Presents  
 SCCA TA County Training

2 October 26, 2023

2 ☐ **TA Territory Training**3 ☐ **Introductions**4 ☐ **Initial Application Submission**

Application Date = date the signed application is received in the agency

5 ☐ **Initial Application Submission**

- If an application is received by email or fax, and the documents are legible, the application shall be accepted and the date the agency receives the emailed/faxed application is the application date.

6 ☐ **Initial Application Submission**7 ☐ **Recertification Application Submission**

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- Begins 45 calendar days, on the 15th of each month, before the end of an active child care case certification period.
- A recertification packet is automatically generated and mailed to the recipient through DHHS Central Print.
- When submitted more than 30 calendar days prior to the end of the recipient's certification end date, the worker has until the end of the certification period to complete the recertification.

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For example:

- Signed recertification application received on 5-24-2019.
- Certification end date is 6-30-2019.
- Recertification application must be processed by 6-30-2019.

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8 ☐ **Recertification Application Submission Procedure**

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- When submitted by mail, the recertification application must be received in the agency on or before the last day of the recipient's certification period.
  - The date the agency receives the recertification application is the date entered in NC FAST regardless of when the application was signed and dated.

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- When submitted by fax or email and the documents are legible, the recertification application shall be accepted.
  - The date the agency receives the recertification application by fax or email is the date entered in NC FAST regardless of when the application was signed and dated.

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#### 9 ☐ **Recertification Application Submission**

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- When submitted less than 30 calendar days prior to the end of the recipient's certification end date, the worker has 30 calendar days from the date received in the agency to complete the recertification.
- If the 30th calendar day falls on a weekend or holiday, worker must start the recertification process in NC FAST no later than the last business day before the weekend day or holiday.

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For example:

- Signed recertification application received on Friday, 4-9-2021.
- Certification end date is 4-30-2021.
- The 30th day is Sunday, 5-9-2021.
- Recertification application must be processed by Friday, 5-7-2021.

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#### 10 ☐ **Recertification Application Submission Procedure**

- If a faxed or emailed recertification application is not legible, the childcare worker must contact the applicant and request that the recertification application be resubmitted in a legible format.
  - must be resubmitted prior to the end of the certification period.
  - The legible recertification application shall not be accepted or processed if submitted after the certification period end date.
  - The date the legible recertification application is resubmitted will be the date entered in NC FAST as received date regardless of when it was signed and dated.
  - If a faxed or emailed recertification application is not accepted, the worker must document the reason for declining the recertification application and notify the applicant.

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- When a recertification application is completed and signed during a face-to-face appointment, the date of the face-to-face appointment is the date entered in NC FAST.

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In all situations, recertification applications must be received in the agency on or before the last day of the recipient's certification period in order to be processed as a recertification.

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#### 11 ☐ **Base Periods**

The base period for initial applications is the month prior to the month that the initial application is received in the agency.

The base period for recertification applications is the month prior to when the recertification

application is received in the agency.

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12 ☐ **Base Periods**

13 ☐ **Base Periods**

14 ☐ **The following are static base periods used for representative income:**

One Month

The base period for most income is the month prior to the month of application or redetermination if representative.

Three Months

The base period for child support, spousal support, and alimony is the three months prior to the month of application or redetermination if representative. Calculate by adding the income from the three months together and then divide this total by 3 to obtain a monthly average. Child support income should not be deemed from the Food and Nutrition program as their conversion policies are based on frequency of payment and this is not SCCA policy.

Twelve Months

If the income is received annually or from self-employment, the base period is 12 months.

When the childcare worker is assessing a family for application or recertification, the above base periods must be discussed. Documentation requested from the recipient shall be based on the above base periods. For the majority of representative income, a 1-month base period is used. When child support is received, a 3-month base period is used.

Note: Refer to SCCA Manual Chapter 7, Section VII, Part B for information regarding Gainful Employment for newly self-employed recipients.

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**Calculation of Income**

- New income is income that was not previously available to the household but is now or will be available to the household during the certification period. New income can include the following but is not limited to:

- New employment/Unearned Income
- Increase / Decrease in rate of pay
- New position with same employer
- Increase/ Decrease in work hours

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16 ☐ **Unearned Income**

17 ☐ **Calculation of Income**

- 18 ☐ **Calculation of Earned Income**
- 19 ☐ **Calculation of Income**
- 20 ☐ **Application, Recertification & Base Periods Guide**
  
- 21 ☐ **Application, Recertification & Base Periods Guide**
  
- 22 ☐ **Application, Recertification & Base Periods Guide**
  
- 23 ☐ **Documentation**
- 24 ☐ **What should be documented?**
  
- 25 ☐ **When is documentation Required?**
- 26 ☐ **Types of Documentation Include**
- 27 ☐ **How to Document**
- 28 ☐ **Documentation at Redetermination**
- 29 ☐ **Temporary Changes**  
Source: Administrative Letter #01-21
- 30 ☐ **Non-Temporary Changes**  
Source: Administrative Letter #01-21
- 31 ☐ **Non-Temporary Changes at Redetermination**  
  
Source: Administrative Letter #01-21
  
- 32 ☐ **Non-Temporary Changes**
- 33 ☐ **Contact Information**  
Division of Child Development and Early Education  
Subsidy Services Section  
(919) 527-6590  
  
2201 Mail Service Center  
Raleigh, NC 27699-2201(mailing)  
  
333 Six Forks Rd.  
Raleigh, NC 27609 (physical)

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34 ☐ **Contacts**

For Policy questions:

– [DCDEE.subsidy.policy.help@dhhs.nc.gov](mailto:DCDEE.subsidy.policy.help@dhhs.nc.gov)

Local Policy Approvals:

– [DCDEE.subsidysubmissions@dhhs.nc.gov](mailto:DCDEE.subsidysubmissions@dhhs.nc.gov)

For Special Needs Approval:

– [Donna.Lipscomb@dhhs.nc.gov](mailto:Donna.Lipscomb@dhhs.nc.gov)

Fraud, Overpayment and Sanction questions:

[dcdee.subsidy.fraud@dhhs.nc.gov](mailto:dcdee.subsidy.fraud@dhhs.nc.gov)

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35 ☐ **We appreciate your attendance and participation!**