NC Department of Health and Human Services

SCCA County Training: Developmental Delay, County Transfers, CPS & CWS Referrals, Foster Care Transitions

SCCA TA Consultants

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April 24, 2025, 9:30 AM-12:00 PM

Welcome

Agenda

Developmental Delay

County Transfers

Child Protective Services (CPS) Referrals

Child Welfare Services (CWS) Referrals

Foster Care (FC) Referrals

Foster Care (FC) Transitions

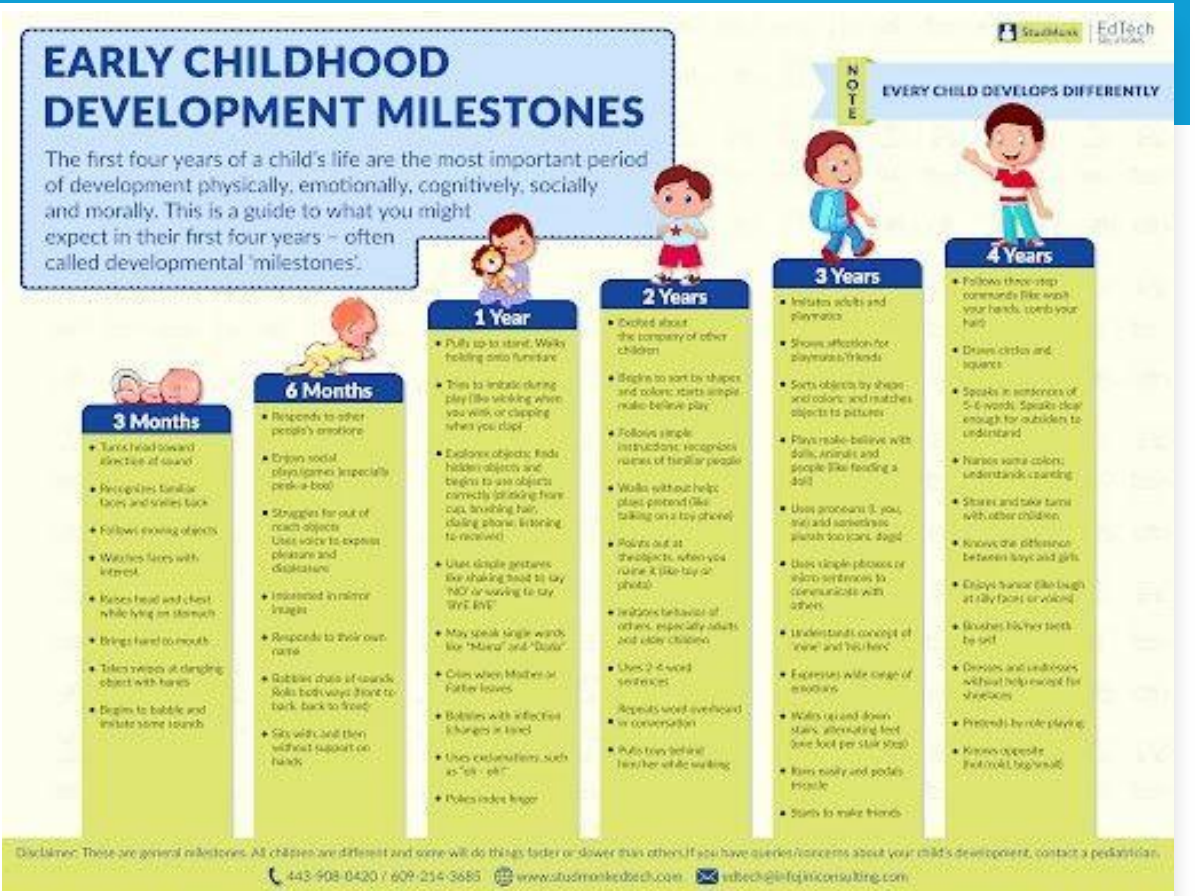
NC FAST Referral Evidence

Developmental Delay

Presented By: Belinda Thomas

What is A Developmental Delay?

A developmental delay happens when a child doesn't reach developmental milestones within the expected age range.



Federal Poverty Level, State Median Income, & Parental Fees

Effective July 01, 2024.

While the child must qualify based on his or her developmental needs, the family must be income eligible in order for the child to receive services. Child care to support the developmental needs of the child is not provided if the recipient needs care for another reason.

Family Size	133% FPL Monthly Income Limit	Parental Fee 10%	200% FPL Monthly Income Limit	Parental Fee 10%	85% SMI Monthly Income Limit	Parental Fee 10%
1	$0-$417.25	$0-$42	$0-$627.50	$0-$63	$0-$882.75	$0-$88
	$418.25-$835.50	$42-$84	$628.50-$1,256.00	$63-$126	$883.75-$1,766.50	$88-$177
	$836.50-$1,253.75	$84-$125	$1,257.00-$1,884.50	$126-$188	$1,767.50-$2,650.25	$177-$265
	$1,254.75-$1669.00	$125-$167	$1,885.00-$2,510.00	$189-$251	$2,651.25-$3,531.00	$265-$353
2	$0-$566.25	$0-$57	$0-$851.75	$0-$85	$0-$1,154.25	$0-$115
	$567.25-$1,133.50	$57-$133	$852.75-$1,704.50	$85-$170	$1155.25-$2,309.50	$116-$231
	$1,134.50-$1,700.75	$133-$170	$1,705.50-$2,557.25	$171-$256	$2,310.50-$3,464.75	$231-$346
	$1,701.50-$2,265.00	$170-$227	$2,558.25-$3,407.00	$256-$340	$3,465.75-$4,617.00	$347-$462
3	$0-$715.50	$0-$72	$0-$1,075.75	$0-$108	$0-$1,425.75	$0-$143
	$716.50-$1,432.00	$72-$143	$1,076.75-$2,152.50	$108-$215	$1,426.75-$2,852.50	$143-$285
	$1,433.00-$2,148.50	$143-$215	$2,153.50-$3,229.00	$215-$323	$2,853.50-$4,279.25	$285-$428
	$2,149.50-$2,862.00	$215-$286	$3,230.00-$4,303.00	$323-$430	$4,280.25-$5,703.00	$428-$570
4	$0-$864.50	$0-$86	$0-$1,300.00	$0-$130	$0-$1,697.50	$0-$170
	$865.50-$1,730.00	$87-$173	$1,301.00-$2,601.00	$130-$260	$1,698.50-$3,396.00	$170-$340
	$1,731.00-$2,595.50	$173-$260	$2,602.00-$3,902.00	$260-$290	$3,397.00-$5,094.50	$340-$509
	$2,596.50-$3,458.00	$260-$346	$3,903.00-$5,200.00	$390-$520	$5,095.50-$6,790.00	$510-$679

Case Narratives

Determining the Need Eligibility- The child care worker may use available information form their own observations, from department records, or from other agencies and individuals.

Examples are:

- IFSP
- IEP
- Statement from a PCP
- Statement from other medical professional such as a Speech Therapist

Case Narratives Continued

The type of developmental delay or risk of delay must be documented in the case narrative. The narrative must state evidence that the child's development is delayed in some way, that the child's behavior indicates a developmental problem, or that the child's circumstances create a substantial risk of atypical development.

Other times Developmental Delay is used

Child care may be provided to support normal development for a child who lives in a situation which inhibits his or her ability to develop normally, such as a child living with elderly or disabled adults who are not physically or mentally able to care for the child.

While this category may be used for severely disabled children or children with special needs, it is intended to be used for those children who, with early intervention and a good child care experience, might be prevented from having more serious or ongoing problems later in life.

School-Age Children

While it is appropriate to provide full-time child care assistance for developmentally delayed school-age children during school breaks, their developmental needs will generally be met by the school system during the regular school year.

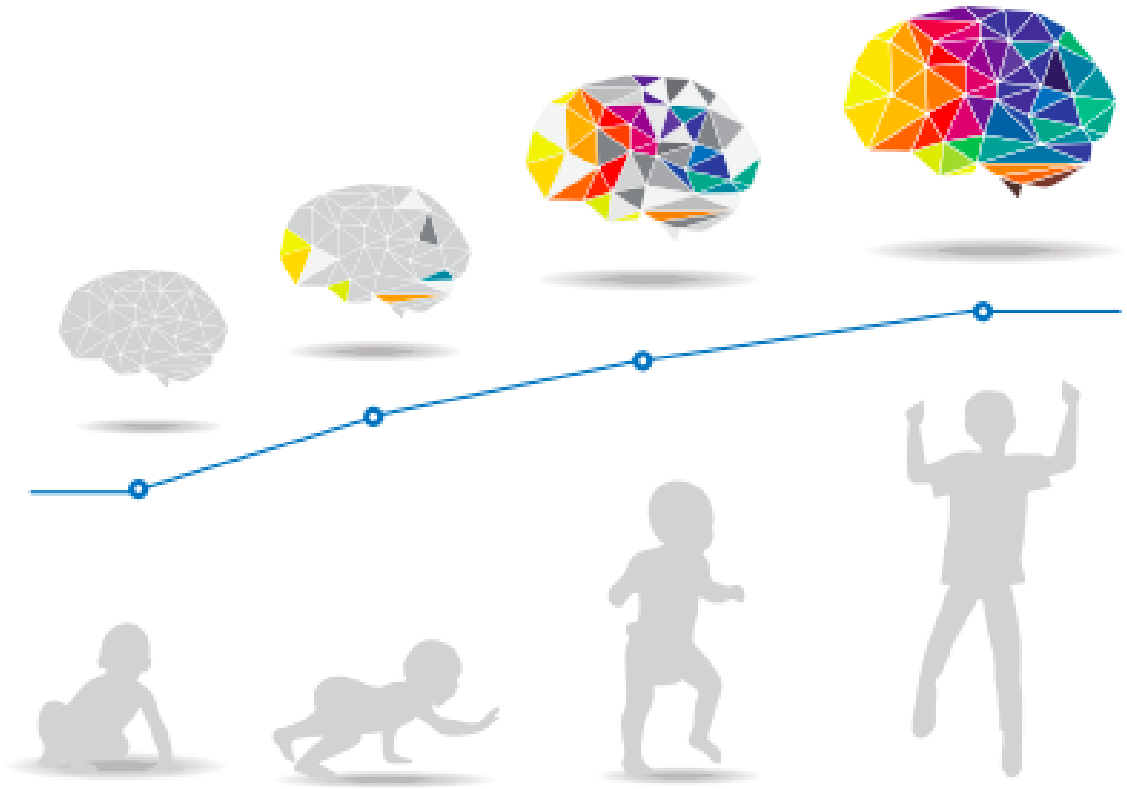
Serving a Foster Care child with the Developmental Delay need for care

The worker must document the case narrative including:

- Foster Care written referrals.
- Information from the recipient, Health department, doctor, developmental evaluation center, social worker, child care facility, other medical professionals, etc.
- Explanation of how the child will benefit from child care assistance.
- At recertification must document on going continued need.

Serving a child with the Developmental Delay need for care

Special attention should be given to choosing a program that best meets the developmental needs of the child. Some children with more severe problems may need to be placed in certified developmental day centers that serve children with special needs, while others may better benefit by being mainstreamed into regular child care centers with typically developing children



Questions

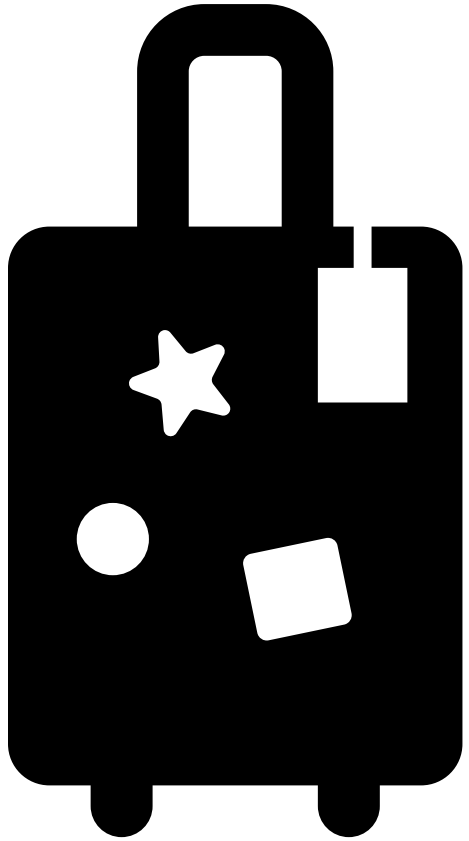
County Transfers

Presented By: Meagan Mooney

County Transfers

When a recipient of Subsidized Child Care Assistance (SCCA) moves from one county to another within the state, the family's 12-month eligibility must continue with no interruption and the case shall be transferred to the new (receiving) county.

The family shall not be placed on a waiting list in their new county.



When Can a Case be Transferred?

Cases cannot be transferred in the month of recertification or the month prior to recertification.

- For example: A case has a certification end-date of June 30th. This case cannot be transferred in May or June.

If the family reports moving to another county in the month of recertification or the month prior, the original (transferring) county will need to process the recertification and then transfer to the new (receiving) county.

County Transfers – Case Status

The Product Delivery Case (PDC) must have a status of Active or Approved to be transferred.

If the case has a status of Approved:

- Transferring county must suspend the case before transferring
- Once transferred, the transferring case should NOT unsuspend the case but should as a best business practice contact the receiving county to let them know an approved status case was transferred
- The receiving county will unsuspend the case
- The transferring county must document thoroughly in NC FAST that a case in Approved status had to be suspended in order to transfer, and that the receiving county needs to unsuspend.

Cases with any other status except Active and Approved cannot be transferred.

County Transfers – Before the Transfer

When a recipient reports moving from one county to another, the original (transferring) county should:

Collect information from the recipient about the move:

- ✓ New contact information: phone number, address
- ✓ Choice of new provider (if applicable)
- ✓ Confirm the continued need for care

~This is not an exhaustive list!~

The child care worker will update the SCCA case and Person Page for ALL household members after the information is collected.

County Transfers – Making the Transfer

Once the case is updated, the transferring county enters the transfer into NC FAST following the SCCA – County Transfer Job Aid.

Transfer the case file to the new county of residence.

- All documents from the last application or recertification, and all case documents forward:
  - Changes that have occurred
  - Narratives from the last application/recertification forward
- Current voucher for each child (no matter how old)

Case file may be sent via mail, electronically or uploaded into NC FAST

County Transfers – Making the Transfer

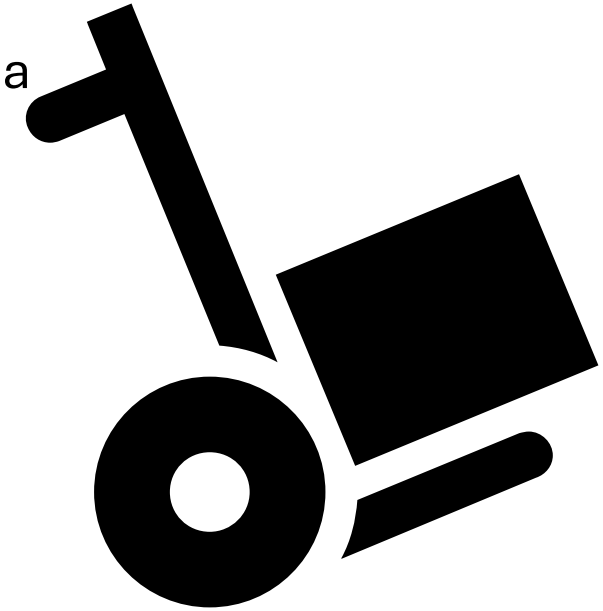
The transferring county must complete the narrative detailing the information received from the family, and the steps taken to make the transfer.

Once the transferring county has transferred the case in NC FAST, the transferring county must **NOT** manage any evidence or take any action on the case.

- !! Doing so will cause the case to not appear on the receiving county's Transfer Queue and will reassign funding to the receiving county before the receiving county has the chance to review and accept the transfer.

County Transfers – Receiving a Transfer

The owner of the Child Care Case Transfer work queue assigns the case to a child care worker in their county



The assigned worker must:

- ✓ Review the case
- ✓ Contact the recipient
  - ➢ A County Transfer Notice can be generated from the Product Delivery Case (PDC) in NC FAST and mailed to the family and provider (if the provider remains the same).
- ✓ Document in the narrative that the case has been reviewed and recipient contacted.

County Transfers – Receiving a Transfer

If errors are found by the child care worker in the receiving county of residence upon review of the transferred case, the error must be corrected and dated the first day of the month the receiving county is financially responsible for the transfer case.

The child care worker must thoroughly document the steps taken to make the needed corrections.

If the transferring county did not complete the steps outlined in Ch. 11 IV.A., the case is returned to the transferring county.

County Transfers – CPS & CWS

CWS – Crisis

- If the need type is CWS - Crisis with no referral, the case may be transferred to the new county. If the crisis still exists, the need type remains Crisis. If there is no longer a crisis, the family is evaluated for another need type before being transferred to the new county.

CWS/CPS with Referral

- The SCCA case follows the county who manages the CWS/CPS referral. If a family moves to another county and the CWS/CPS services case has transferred to the new county, the SCCA case may then be transferred.
- If the CWS/CPS services case does not transfer to the new county, the SCCA case remains with the original county as well.

Questions

Break

Referrals

Presented By: Tonya Hooks

❖ CPS Referrals

Prior to a child care application being taken, a CPS referral is required to indicate that services is working with the family.

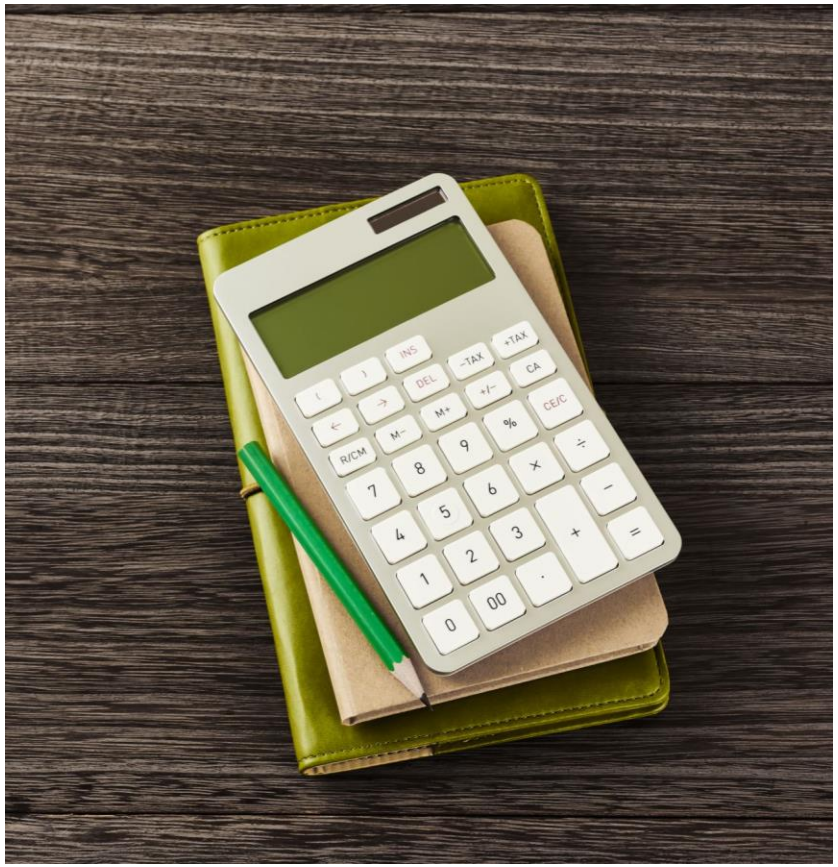
- DSS does not have custody of the child(ren).
- The child(ren) lives in the home with his/her parent.
- The parent is the case head of the case.
- The parent is required to complete and sign the application, rights and responsibility, and voucher.
- At application workers should obtain income information.
- The case does not have an income or asset limit.
- CPS is the need for care, in the plan of care evidence and the parental fees are waived until the need for CPS ends.
- The parent is responsible for completing a recertification packet.
- A CPS referral is needed at recertification.

CPS Referrals Continued

If care was being provided under any other need category prior to the opening of a CPS case, a new application must be completed. The new application will reflect CPS as the reason child care is needed in the plan of care. A new period of eligibility will begin, and child care should be provided if CPS is provided, with redetermination to occur at the end of 12 months.

CPS and Parental Fees

When a CPS application is being processed, the child care worker should obtain the income information of the family up front in case the CPS case closes and to establish a parental fee. The parental fee is then waived until the need for CPS ends. Once the CPS need ends, the parental fee can be assessed to the family.
If the income information is not collected from the family at the time of eligibility determination, a parental fee cannot be assessed to the family until the next redetermination at the end of the 12- month certification period. If the income information cannot be obtained, the application and subsequent services should continue without the income information.



Changes during the Certification Period

If the CPS case closes during the 12-month eligibility period and the recipient has another need for child care besides CPS, the child care case should be updated, and care should continue through the end of the recipient's certification period. Income cannot be added to the case to increase the parent fee until the next redetermination at the end of the 12- month certification period.

If the recipient does not have another need for child care when the CPS case closes, the recipient wishes to continue services, services should continue through the end of the certification period. If the recipient declines services, the case shall be terminated with a 10-day notice.

CWS Referrals

The need for child care assistance must be provided to support the wellbeing of a child in the following situations:

- To prevent foster care placement.
- To reunify families or achieve other permanent placements.
- To aid families in crisis.

CWS Referrals (non-crisis)

Prior to a child care application being taken, A CWS referral is required to indicate that services is working with the family.

- DSS does not have custody of the child(ren).
- The child(ren) lives with a responsible adult (RA), someone other than the parent.
- The responsible adult (RA) is the case head of the case.
- The responsible adult (RA) is required to complete the application and voucher.
- CWS is the need for care on the plan of care
- The case does not have an income or asset limit.
- The responsible adult (RA) is responsible for completing a recertification packet.
- CWS referral is needed at recertification.

CWS-Foster Care Prevention

Child care may be provided as an alternative to placing a child in foster care and the child must be placed outside of the home.

For example, in kinship care.

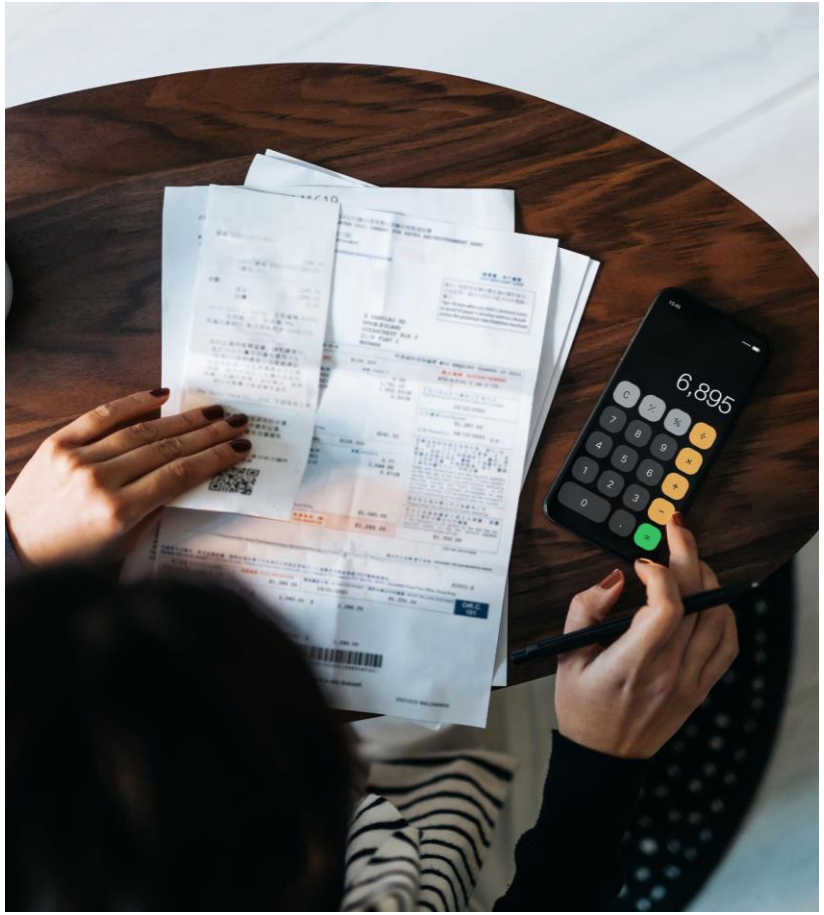
CWS- Family Reunification

Child care may be provided when family unification or reunification activities are underway on behalf of a child and child care is necessary to facilitate implementation of a permanent placement plan for a child.

CWS – Family in Crisis

Child care may be provided to assist families in crisis situations to prevent the unnecessary separation of children from their families or to help prevent child maltreatment, exploitation, or delinquency.

Cases with a need to support a crisis are allowed to continue as "crisis" until the family is no longer in the crisis. There is no time limit even though it is not meant to be long term. A case should not necessarily close if the family is no longer in a crisis, and the worker should determine another need.



CWS and Parental Fees

When a CWS application is being processed, the child care worker should obtain the income information of the family up front in case the CWS case closes and in order to establish a parental fee. The parental fee is then waived until the need for CWS ends. Once the CWS need ends, the parental fee can be assessed to the family.

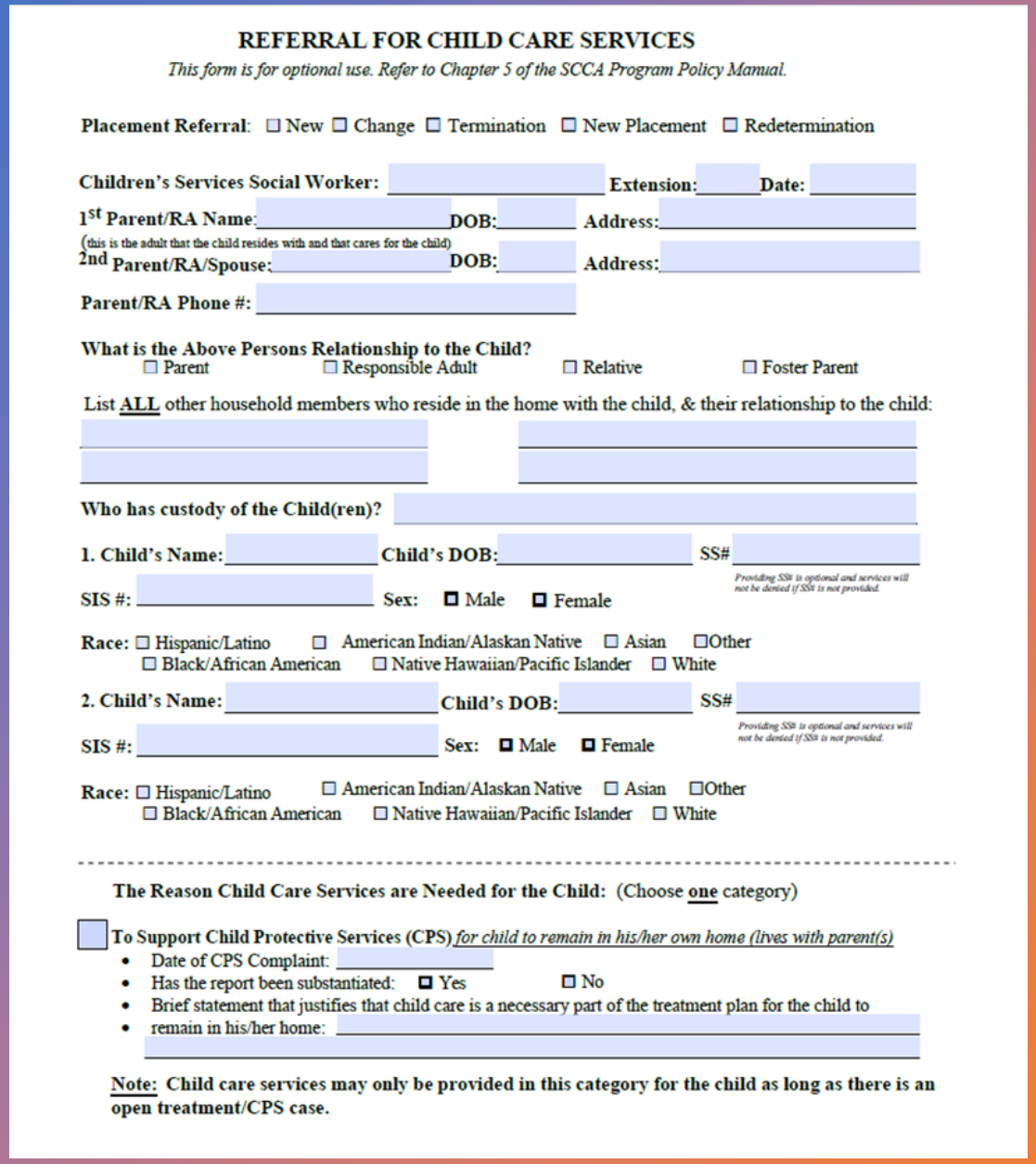
If the income information is not collected from the family at the time of eligibility determination, a parental fee cannot be assessed to the family until the next redetermination at the end of the 12- month certification period. If the income information cannot be obtained, the application and subsequent services should continue without the income information.

Foster Care Referrals

A foster care referral is required prior to a childcare application being taken.

- DSS has custody of the child(ren).
- The child(ren) lives with a licensed foster family or someone other than the parent.
- The youngest child is the case head of the case.
- The services social worker is required to complete the application and sign the voucher.
- The referral can be used as verification for the need for care.
- Foster Care is not a need for care.
- The family is required to meet one of the five need categories.
- An updated foster care referral is required at recertification.

Presented By:
Darlene Williams



REFERRAL FOR CHILD CARE SERVICES

This form is for optional use. Refer to Chapter 5 of the SCCA Program Policy Manual.

Placement Referral: ☐ New ☐ Change ☐ Termination ☐ New Placement ☐ Redetermination

Children's Services Social Worker: _____ **Extension:** _____ **Date:** _____

1st Parent/RA Name: _____ **DOB:** _____ **Address:** _____
(this is the adult that the child resides with and that cares for the child)

2nd Parent/RA/Spouse: _____ **DOB:** _____ **Address:** _____

Parent/RA Phone #: _____

What is the Above Persons Relationship to the Child?
☐ Parent ☐ Responsible Adult ☐ Relative ☐ Foster Parent

List **ALL** other household members who reside in the home with the child, & their relationship to the child:

_____ _____

_____ _____

Who has custody of the Child(ren)? _____

1. Child's Name: _____ **Child's DOB:** _____ **SS#** _____
Providing SS# is optional and services will not be denied if SS# is not provided.

SIS #: _____ **Sex:** ☐ Male ☐ Female

Race: ☐ Hispanic/Latino ☐ American Indian/Alaskan Native ☐ Asian ☐ Other
☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White

2. Child's Name: _____ **Child's DOB:** _____ **SS#** _____
Providing SS# is optional and services will not be denied if SS# is not provided.

SIS #: _____ **Sex:** ☐ Male ☐ Female

Race: ☐ Hispanic/Latino ☐ American Indian/Alaskan Native ☐ Asian ☐ Other
☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White

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The Reason Child Care Services are Needed for the Child: (Choose **one** category)

☐ **To Support Child Protective Services (CPS)** *for child to remain in his/her own home (lives with parent(s)*

- Date of CPS Complaint: _____
- Has the report been substantiated: ☐ Yes ☐ No
- Brief statement that justifies that child care is a necessary part of the treatment plan for the child to remain in his/her home: _____

Note: Child care services may only be provided in this category for the child as long as there is an open treatment/CPS case.

Service Referrals

Foster Care—child is in DSS Custody. Child Care worker must have a written referral from the foster care worker to support the need for care.

To support foster care placement, support unification or reunification.

Sibling Group Foster Care Children Placement

Foster care applications are child-only except in the case of sibling groups.

- If there is a sibling group placed in the same foster care home, the case head on that application is the youngest foster child, and that child's address should be the address of the DSS.
- If there is a sibling group placed in the same foster care home, and one of the children is placed with a new foster parent outside of the sibling group, that child should be the case head on their own case.
- The worker will maintain their cases individually even if they later rejoin the sibling group.

FC Referral at Recertification

1. Update the Program Referral evidence with details from the new referral, then end date the old evidence and create new evidence.
2. Review and update the need type and care schedule in the Plan of Care evidence. The Plan of Care start date should match the new certification period.
3. Use the existing Plan of Care evidence unless changes are necessary. Ensure the new referral is documented and aligns with the recertification date.

Foster Parents-20-month Post-Secondary Education

When a child is placed in foster care and the identified need for childcare is post-secondary education, the 20-month limit is to follow the foster parent and not the child. The following procedures should be followed to track a foster parent's post-secondary education:

The need type for childcare for the child in foster care will be coded as developmental need.

The childcare worker will manually keep up with the 20-month limit.

Foster Care Transitions

Living Arrangement Changes Within Certification Period

New Foster Family Needs Care

→ Review & Update Plan of Care

→ SCCA Continues

New Foster Family Does Not Need Care

→ Confirm if they want to continue services

→ If declined: End-date Plan of Care, case stays open until the certification period ends

→ If not declined: Services continue through certification period

→ Document all updates in case notes

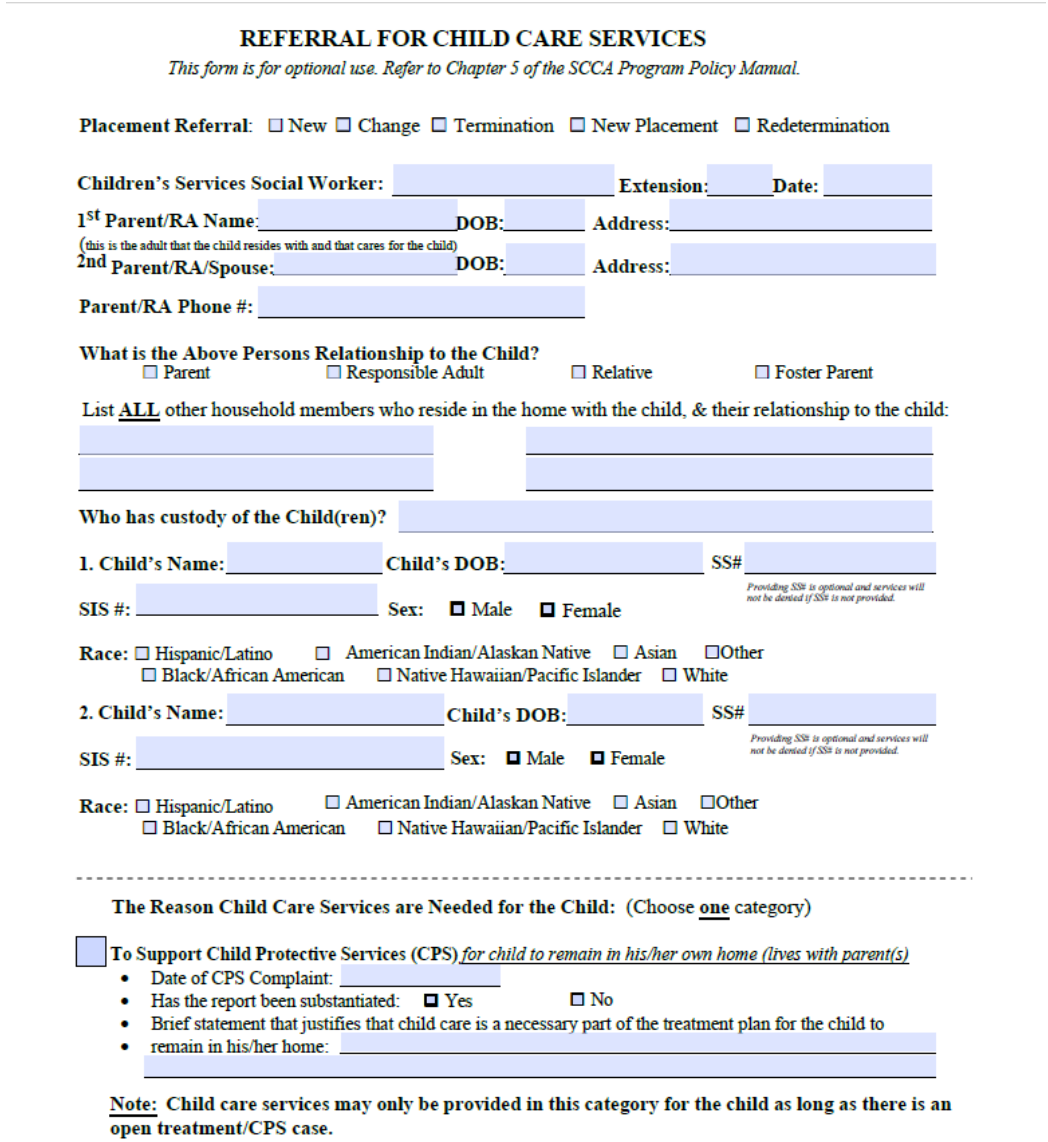
Foster Care Transitions

Custody, Guardianship, or Adoption Changes

- Services continue until the end of certification period
- Update child's address in NC FAST
- End-date Program Referral evidence for correct funding

After Certification Ends:

- Foster care subsidy case closes
- Family can apply for services
- If eligible, the no waiting list if application is submitted before eligibility period ends



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2nd Parent/RA/Spouse: _____ **DOB:** _____ **Address:** _____

Parent/RA Phone #: _____

What is the Above Persons Relationship to the Child?
☐ Parent ☐ Responsible Adult ☐ Relative ☐ Foster Parent

List **ALL** other household members who reside in the home with the child, & their relationship to the child:

_____ _____
_____ _____

Who has custody of the Child(ren)? _____

1. Child's Name: _____ **Child's DOB:** _____ **SS#** _____
Providing SS# is optional and services will not be denied if SS# is not provided.
SIS #: _____ **Sex:** ☐ Male ☐ Female

Race: ☐ Hispanic/Latino ☐ American Indian/Alaskan Native ☐ Asian ☐Other
☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White

2. Child's Name: _____ **Child's DOB:** _____ **SS#** _____
Providing SS# is optional and services will not be denied if SS# is not provided.
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Race: ☐ Hispanic/Latino ☐ American Indian/Alaskan Native ☐ Asian ☐Other
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The Reason Child Care Services are Needed for the Child: (Choose **one** category)

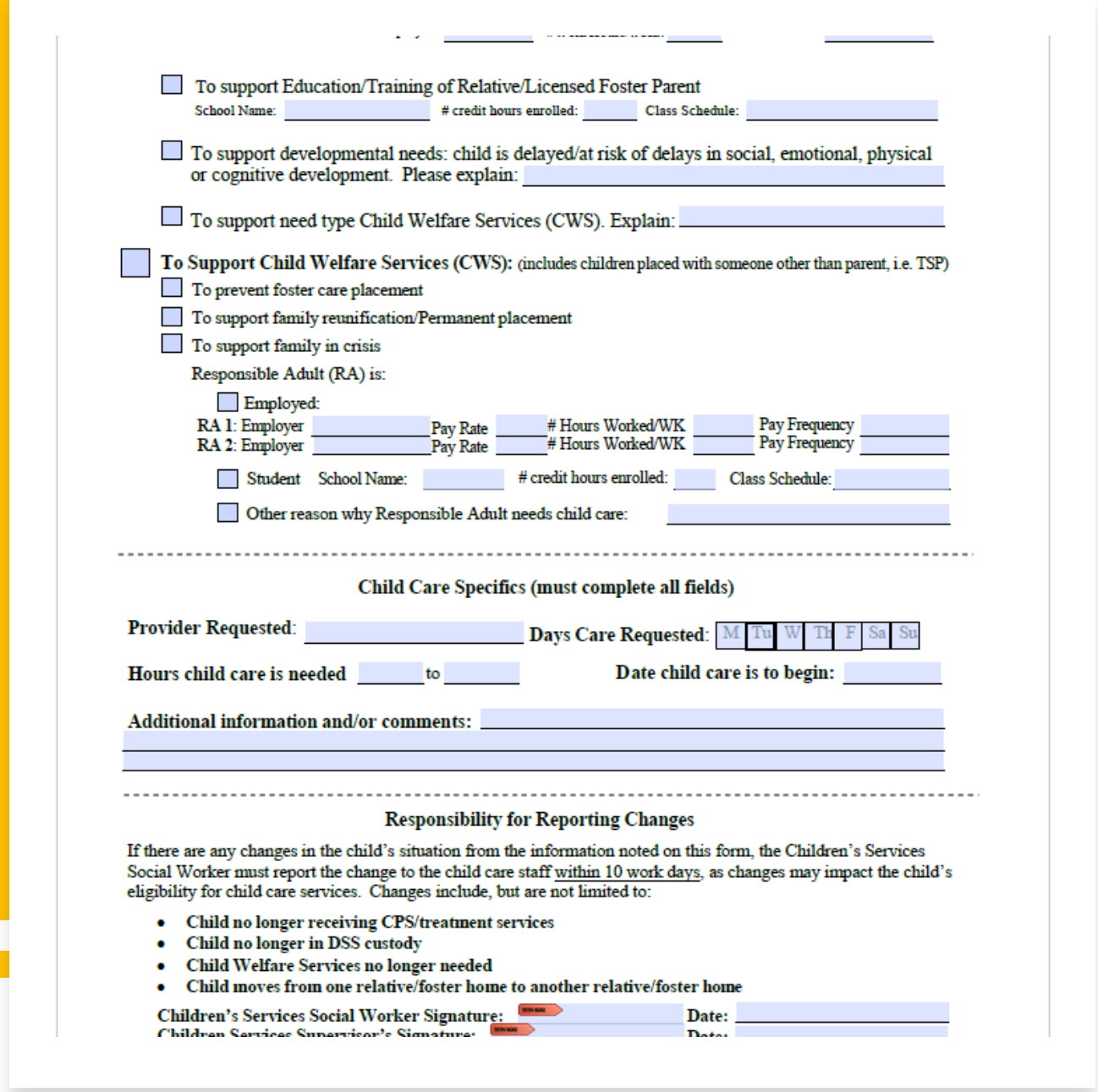
☐ **To Support Child Protective Services (CPS)** *for child to remain in his/her own home (lives with parent(s)*

- Date of CPS Complaint: _____
- Has the report been substantiated: ☐ Yes ☐ No
- Brief statement that justifies that child care is a necessary part of the treatment plan for the child to
- remain in his/her home: _____

Note: Child care services may only be provided in this category for the child as long as there is an open treatment/CPS case.

DCDEE-0465 Referral For Child Care Services Form

NC FAST Referral Evidence
Presented By: Bernadette Keith



To support Education/Training of Relative/Licensed Foster Parent
School Name: # credit hours enrolled: Class Schedule:

To support developmental needs: child is delayed/at risk of delays in social, emotional, physical or cognitive development. Please explain:

To support need type Child Welfare Services (CWS). Explain:

To Support Child Welfare Services (CWS): (includes children placed with someone other than parent, i.e. TSP)

To prevent foster care placement
To support family reunification/Permanent placement
To support family in crisis

Responsible Adult (RA) is:

Employed:
RA 1: Employer Pay Rate # Hours Worked/WK Pay Frequency
RA 2: Employer Pay Rate # Hours Worked/WK Pay Frequency

Student School Name: # credit hours enrolled: Class Schedule:

Other reason why Responsible Adult needs child care:

Child Care Specifics (must complete all fields)

Provider Requested: **Days Care Requested:** M Tu W Th F Sa Su

Hours child care is needed to **Date child care is to begin:**

Additional information and/or comments:

Responsibility for Reporting Changes

If there are any changes in the child's situation from the information noted on this form, the Children's Services Social Worker must report the change to the child care staff within 10 work days, as changes may impact the child's eligibility for child care services. Changes include, but are not limited to:

- **Child no longer receiving CPS/treatment services**
- **Child no longer in DSS custody**
- **Child Welfare Services no longer needed**
- **Child moves from one relative/foster home to another relative/foster home**

Children's Services Social Worker Signature: **Date:**
Children Services Supervisor's Signature: **Date:**

DCDEE-0465 Referral For Child Care Services Form continued...

NC FAST Referral Evidence

The worker must enter referral evidence in NC FAST on the Dashboard. Program Referral evidence requires verification such as the written referral from the social worker. Program Referral evidence is used by NC FAST to:

Support	Support CPS or CWS Need Types in the Plan of Care
Verify	Verify a Need Type for foster care parents.
Identify	Identify when income is not counted in eligibility determinations.
Identify	Identify cases that will not have a Parental Fee.

NC FAST Evidence - Crisis

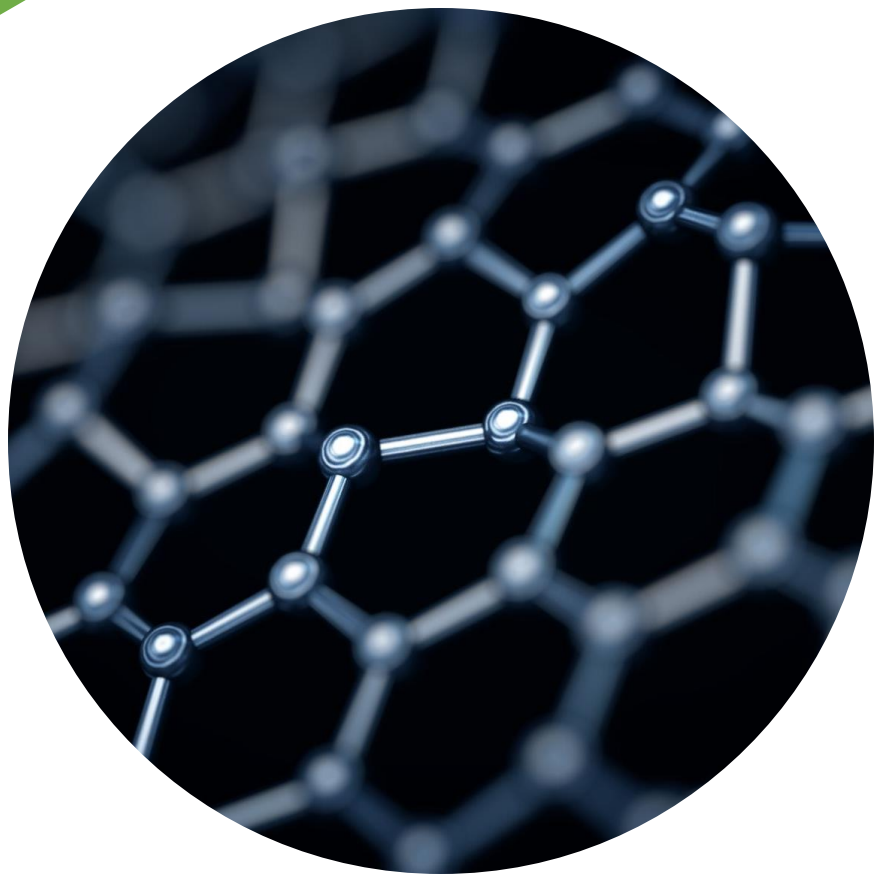
Worker creates evidence and adds to Evidence Dashboard.

Applies to individuals. Select the child who needs care, and type of crisis.

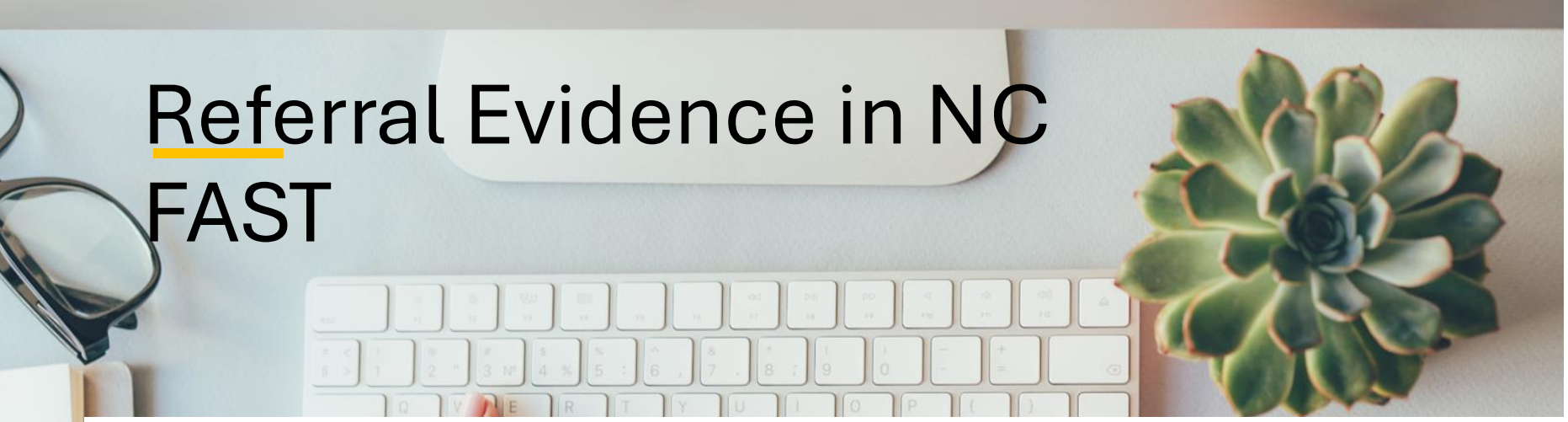
Types of crises are: Domestic Violence, Medical, and Family Crisis.

A description of the circumstances, that justifies eligibility, must be documented in the case record.

No mandatory verifications.

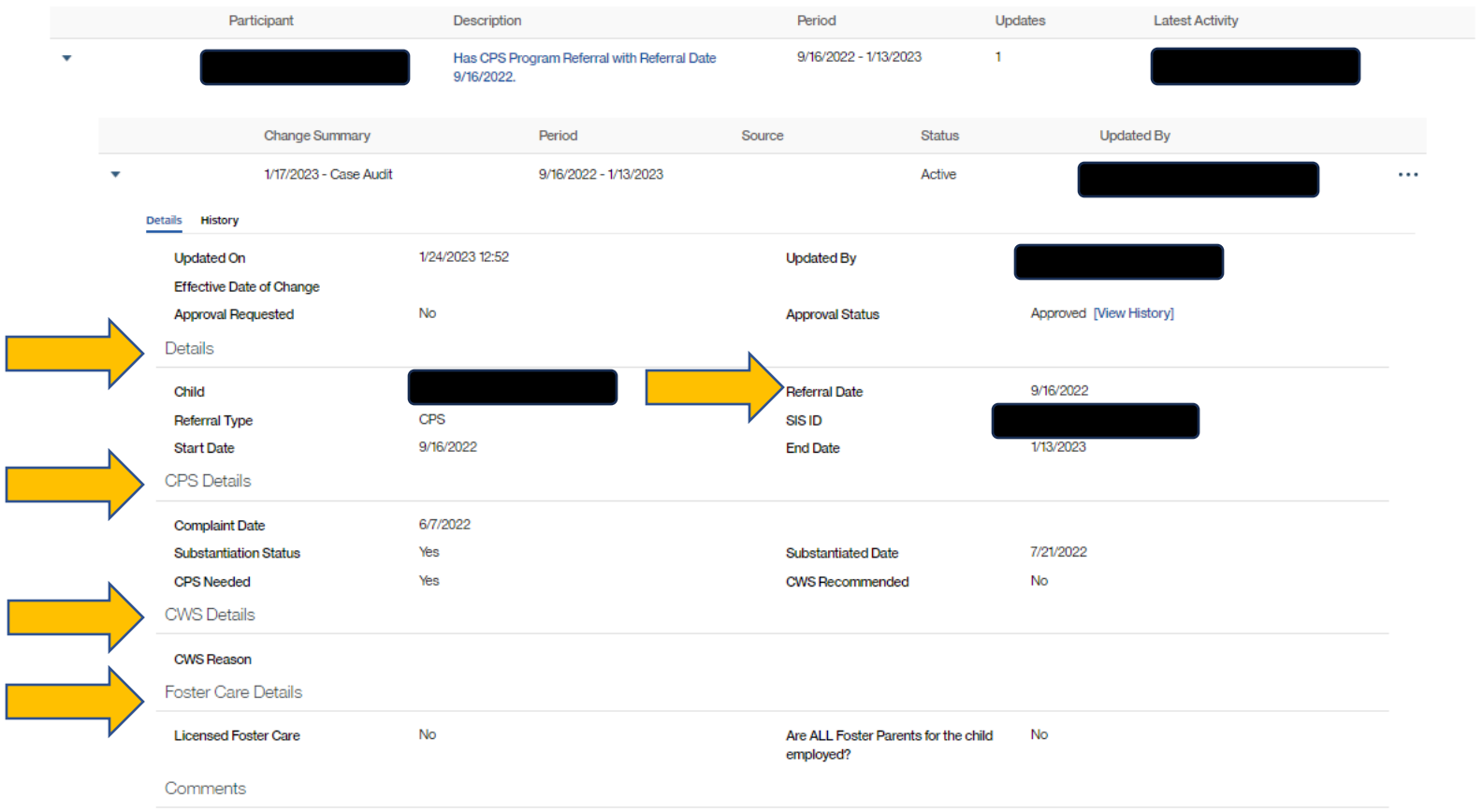


Referral Evidence in NC FAST



Household

- Absence
- Alien
- Child Care Cost Sharing
- Child Care Special Needs
  - *Special Need Supplemental Payment*
- Crisis
- Exemption
- Household Member
- Household Relationship
- Living Arrangement
- Plan of Care
  - *Alternate Plan of Care*
  - *Emergency Child Care Extension*
  - *Special Need Supplemental Payment*
  - *Temporary Suspension of Care*
- Program Referral
- Residency
- Student
- Voter Registration



Referral Evidence in NC FAST

Questions

DCDEE Subsidy Section

Elizabeth Hayes, Assistant Director

Tania Lee, Senior Subsidy Manager

Subsidy Policy Unit

- Donna Lipscomb
- Lauren Davis
- Robyn Scott
- Donna Powell

Subsidy TA Unit

- Belinda Thomas
- Bernadette Keith
- Darlene Williams
- Meagan Mooney
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Contact Information

Division of Child Development and Early Education

Subsidy Services Section

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We appreciate your attendance and participation!