

Local responsibilities include:

1. Paying the child care and transportation providers for services delivered to eligible families.
2. Maintaining and providing records for review upon request by local, state or federal agencies at the time of a monitoring visit or whenever requested until all audits are complete.
3. Maintaining records for at least three (3) state fiscal years (SFY) or until all state and federal audits are completed.

**NOTE: The LPA must submit a written request to the Section Chief of the Subsidy Services Section and obtain written permission from DCD before purging any child care records.**

Some county governments operate their own child care facilities. Also, some county governments contract with other agencies that operate their own facilities. The county must separate the management of the SCC Program from the child care facility. Both the county and contracting agencies must develop and implement a board approved conflict of interest policy that assures parents are offered the freedom to choose from a variety of child care options. In addition, a notarized copy of the conflict of interest policy must be sent to the Subsidy Services Section of DCD.

**NOTE:** For a detailed listing of suggested responsibilities of a local child care coordinator refer to Attachment 1: SCC Program Responsibilities at the end of the chapter. For further information regarding contracting procedures, contact the Subsidy Services Section (919-662-4561) or refer to Attachment 2: Contract Requirements for County Department of Social Services Agencies at the end of the chapter.

## **IX. ROLE OF THE LOCAL PURCHASING AGENCY**

Some county departments of social services contract with other agencies to administer their SCC Program and earmark their state allocation of subsidized child care funds to a specific agency or organization. In counties served by these agencies, the county DSS has two options for coordinating funding resources with the contracting agency or organizations:

- A. Retain all of its allocation and purchase or provide child care services.
- B. Contract all of its allocation to a contractor who will purchase and/or provide child care services for eligible children in the county.

The option chosen by the county department of social services must be included in the contract with the contractor administering the SCC Program.

Agencies or organizations selected to administer the SCC Program by the county DSS must submit contract development information to the DSS. Also, the county DSS must include in this contract its expectations of the contractor such as maintaining staff to support the SCC Program and to make payments to providers in a timely manner.

When the agency owns or operates facilities, all contracting subsidy administrators must have a conflict of interest policy that provides parental choice for recipients of subsidized child care and separates management of the SCC Program. In addition, a Child Care Provider Agreement ([DCD-0452](#)) signed by the designated authority must be maintained in each facility file.

Funding amounts for child care services support and/or direct services, if applicable, may vary during the contract period. Contract amendments that reflect changes in funding amounts will be forwarded by DCD to the 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 DCD. 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.

LPA's 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.

#### **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 eighteen 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:** For further information on resource and referral agencies, contact the North Carolina Child Care Resource and Referral Network at (919)-933-5090.

#### **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.