

10A NCAC 10 .0310 REQUIREMENTS FOR THE ADMINISTRATION OF THE SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM

(a) Each Local Purchasing Agency shall maintain records of program administration, including recipient records documenting eligibility and ongoing service, and provider records related to investigations of fraudulent misrepresentation, sanctions, and noncompliance with program requirements. These records shall be retained in accordance with most recent Records Retention and Disposition Schedule Spreadsheet issued by the Office of the Controller, North Carolina Department of Health and Human Services or until all audits begun within the retention period are complete, whichever is longer. The Records Retention and Disposition Schedule Spreadsheet is incorporated by reference, including subsequent amendments and editions, and is available free of charge at <https://www2.ncdhhs.gov/control/retention/retention.htm>.

(b) Each Local Purchasing Agency that administers funding for the State's Subsidized Child Care Assistance Program shall provide records of program administration upon request for review by local, State, or federal agency representatives.

(c) The Division shall require the Local Purchasing Agency to repay funds not spent in accordance with applicable State or federal regulations.

(d) Each Local Purchasing Agency that administers the State's Subsidized Child Care Assistance Program and also owns and operates a child care facility receiving Subsidized Child Care Assistance Program funds shall develop and implement a conflict of interest policy that shall include provisions for:

- (1) parental choice of child care facility for recipients of subsidized child care; and
- (2) separate management of the Subsidized Child Care Assistance Program and the child care facility owned or operated by the agency.

(e) Operators enrolled in the Subsidized Child Care Assistance Program shall maintain all records and forms for a period of three years or until all audits continued beyond the three-year period are completed by local, State, or federal officials. Program records and forms shall be maintained at the location of the child care facility and shall be made available for review upon request by local, State, or federal officials. Operators shall make available for review a record of payments received from other sources and each schedule of parent payments due if requested. For the purposes of this Paragraph, program records and forms shall include:

- (1) all enrollment and attendance records, including those required by 10A NCAC 10 .0602;
- (2) private paying parent rates;
- (3) receipts; and
- (4) other fiscal records related to the operator's participation in the Subsidized Child Care Assistance Program, including records related to a child care facility's operating budget.

*History Note: Authority G.S. 143B-153(2a);
Eff. April 1, 2001;
Amended Eff. December 1, 2011;
Readopted Eff. March 1, 2019.*