



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

September 2, 2009

MEMORANDUM

To: Child Care State Grant Coordinators

From: Karen Yerby
Associate Director, Student Development Services

Subject: Child Care Allocations for 2009-10

The North Carolina General Assembly has appropriated \$1,838,215 for child care services for student-parents in community colleges for the 2009-10 program year. A listing of allocations by college can be found on Attachment 1.

Allocations are to be used to assist student-parents with their child care needs. All curriculum student-parents are eligible and should be encouraged to apply. Child care coordinators and financial aid officers at each college will jointly determine the need of student-parents for child care. Please continue to coordinate efforts with local social services agencies that provide child care funding for qualified students.

FUNDING METHODOLOGY

Each college will be authorized funds on the following formula: \$20,000 (base) + \$3.994 per curriculum budget FTE. All funds must be expended by June 30, 2010.

FISCAL MANAGEMENT

- These funds will be budgeted and expended through your college's monthly "112" financial report in purpose code 530 and vocational code 80.
- The intent of the NC Child Care Grant is to assist student-parents with the financial responsibilities for child care expenses so they may stay enrolled and complete their educational goals. Therefore, with the exception of qualified "work study" students, no faculty, staff, or administrator employed by the college may receive or utilize funds from this grant.

- These funds will be disbursed directly to the provider or student-parent only upon receipt of an invoice from a child care provider accompanied by a student's class attendance report. **Under no circumstances can you pay in advance for services which have not been received.**
- Neither these funds nor any other state funds may be used to support non-state costs, including but not limited to non-instructional activities for college childcare facilities. (State funds cannot be used to support child care facilities or support child care staff positions.)
- State funds may be used to support the college's instructional component of the childcare facility, provided the facility is used as part of the college's early childhood development curriculum; the college's early childhood development curriculum students are assigned to the facility as part of their learning process, and the instructor(s) is present in the facility at the same time the students are assigned to the facility to assist/direct/observe the student. (Funds may be used to pay child care fees for children of students in an on-campus child care facility.)

ADMINISTRATIVE OVERHEAD

Given the intent of the legislative appropriation for this student assistance program, colleges **may not expend any of these allocations for administrative overhead, including salaries.** Where permissible, funds from other sources should be used for administrative support of this program.

PROGRAM EVALUATION

During the year colleges will be asked to project expenditure of allocations and evaluate the effect of this program. If a college is unable to project the full use of its allocations, efforts will be made to redistribute resources so that maximum use can be made of the funds. We expect to request this information no later than February 5, 2010.

If you have questions concerning the child care grant, please call Karen Yerby at 919-807-7107 or e-mail yerbyk@nccommunitycolleges.edu.

Thank you for your continued efforts in providing needed services for our students.

Attachments

c: Presidents
Student Development Administrators
Instructional Administrators
Chief Financial Officers
Dr. Delores A. Parker
Ms. Wanda White
Ms. Jennifer Haygood
Ms. Brandy Andrews

Attachment 1

**NORTH CAROLINA COMMUNITY COLLEGE
Child Care Allotment
FY 2009-10**

Community College	Base Allotment	Curriculum FTE	Per Curriculum FTE Amount \$3,994	Total 2009-10 Allotment
Alamance CC	\$20,000	3,547	\$14,166	\$34,166
Asheville-Buncombe TCC	20,000	5,104	20,384	40,384
Beaufort County CC	20,000	1,445	5,771	25,771
Bladen CC	20,000	1,255	5,012	25,012
Blue Ridge CC	20,000	1,566	6,254	26,254
Brunswick CC	20,000	1,183	4,725	24,725
Caldwell CC and TI	20,000	3,308	13,211	33,211
Cape Fear CC	20,000	6,558	26,191	46,191
Carteret CC	20,000	1,339	5,348	25,348
Catawba Valley CC	20,000	3,835	15,316	35,316
Central Carolina CC	20,000	3,669	14,653	34,653
Central Piedmont CC	20,000	12,993	51,891	71,891
Cleveland CC	20,000	2,725	10,883	30,883
Coastal Carolina CC	20,000	3,477	13,886	33,886
College of the Albemarle	20,000	1,904	7,604	27,604
Craven CC	20,000	2,317	9,253	29,253
Davidson County CC	20,000	2,921	11,666	31,666
Durham TCC	20,000	3,468	13,850	33,850
Edgecombe CC	20,000	1,841	7,352	27,352
Fayetteville TCC	20,000	8,091	32,313	52,313
Forsyth TCC	20,000	5,898	23,555	43,555
Gaston College	20,000	4,468	17,844	37,844
Guilford TCC	20,000	8,870	35,424	55,424
Halifax CC	20,000	1,277	5,100	25,100
Haywood CC	20,000	1,654	6,606	26,606
Isothermal CC	20,000	1,907	7,616	27,616
James Sprunt CC	20,000	1,010	4,034	24,034
Johnston CC	20,000	3,521	14,062	34,062
Lenoir CC	20,000	2,458	9,817	29,817
Martin CC	20,000	553	2,209	22,209
Mayland CC	20,000	1,250	4,992	24,992
McDowell TCC	20,000	1,090	4,353	24,353
Mitchell CC	20,000	2,148	8,579	28,579
Montgomery CC	20,000	747	2,983	22,983
Nash CC	20,000	2,052	8,195	28,195
Pamlico CC	20,000	408	1,629	21,629
Piedmont CC	20,000	2,274	9,082	29,082
Pitt CC	20,000	5,588	22,317	42,317
Randolph CC	20,000	1,816	7,253	27,253
Richmond CC	20,000	1,344	5,368	25,368

Roanoke Chowan CC	20,000	679	2,712	22,712
Robeson CC	20,000	2,096	8,371	28,371
Rockingham CC	20,000	1,688	6,741	26,741
Rowan-Cabarrus CC	20,000	4,574	18,267	38,267
Sampson CC	20,000	1,144	4,569	24,569
Sandhills CC	20,000	3,187	12,728	32,728
South Piedmont CC	20,000	1,629	6,506	26,506
Southeastern CC	20,000	1,870	7,468	27,468
Southwestern CC	20,000	1,799	7,185	27,185
Stanly CC	20,000	2,099	8,383	28,383
Surry CC	20,000	2,666	10,647	30,647
Tri-County CC	20,000	916	3,658	23,658
Vance-Granville CC	20,000	3,364	13,435	33,435
Wake TCC	20,000	10,461	41,778	61,778
Wayne CC	20,000	2,605	10,404	30,404
Western Piedmont CC	20,000	2,400	9,585	29,585
Wilkes CC	20,000	2,242	8,954	28,954
Wilson CC	20,000	1,522	6,077	26,077
Total	\$1,160,000	169,820	\$678,215	\$1,838,215

Attachment 2

Child Care Arrangements

A list of child care providers in each county can be obtained by sending a written request to the Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201. Included are the most recent guidelines from the NC Division of Child Development on the regulations of child care arrangements (ATTACHMENT 3).

Student's Spouse As Child Care Provider

Payment to the spouse of a student-parent for care of his/her own child cannot be permitted with current child care funding. It is the decision of the System Office that this would be inappropriate use of funds since child care is a parental responsibility.

Counseling, Referring and Liability

The community colleges can render significant service to student-parents by providing counseling regarding the types of child care services which are available in the community as well as the relative advantages they offer to both the parent and child. If the college is not actually providing child care on its campus, its role should be one of either paying for services for students through a contract with a private provider, or reimbursing students for services which students arrange. It is important to limit the college's role to that of paying for such services.

If the college actually refers a student to a child care provider, there could be liability implications involved. Any documentation the college utilizes for guaranteeing payment to a provider or reimbursement to a student should make clear that the college's role is limited to providing such financial assistance. **The student-parent should always be the person who selects the provider and signs any agreement with the provider regarding the care of the child.** It is advisable to have any documentation the college will use in this process reviewed by the college's legal counsel prior to use.

If questions arise regarding the qualification or operating procedures of child care providers in a community college's service area, it is advisable to refer the questions to the Department of Health and Human Resources, Division of Child Development at 919-662-4499 or 1-800-859-0829, or by e-mail at webmasterdcd@ncmail.net. It is that division's responsibility to monitor the operations of providers of child care services in North Carolina.

To assist students in locating child care facilities in the college's service area, the following websites are available through the NC Department of Child Development.
<http://ncchildcaresearch.dhhs.state.nc.us/search.asp>
http://ncchildcare.dhhs.state.nc.us/providers/pv_providercontacts.asp

Attachment 3

Who Is Regulated by the Division of Child Development?

If your provider is caring for more than two children who aren't related and they provide care for more than four hours a day, they probably should be licensed. In general, there are two types of programs regulated by the state, Family Child Care Homes and Child Care Centers.

- **Family Child Care Home**
A smaller program offered in the provider's residence where there are five or fewer preschool children in care. In addition, they may also provide care for three school age children.
- **Child Care Center**
A larger program providing care for more than three children but not in a residential setting. The number of children in care is based upon the size of individual classrooms and having sufficient staff, equipment and materials.

Who Is Not Regulated by the Division of Child Development?

North Carolina law (General Statute 110) exempts the following child care arrangements from regulation by the Division:

- Recreational programs operated for less than four consecutive months in a year
- Specialized activities or instruction such as athletics, dance, art, music lessons, horseback riding, gymnastics, or organized clubs for children, such as Boy Scouts, Girl Scouts, 4-H groups, or boy and girls clubs
- Drop-in or short-term care provided while parents participate in activities that are not employment related and where the parents are on the premises or otherwise easily accessible, such as drop-in or short-term care provided in health spas, bowling alleys, shopping malls, resort hotels, or churches
- Public schools
- Nonpublic schools that are accredited by the Southern Association of Colleges and Schools, and that operate a child care facility for less than six and one-half hours per day
- Vacation bible schools
- Centers and homes located on federal property over which the federal government has control (military bases and the Cherokee Indian reservation)
- Cooperative arrangements among parents to provide child care for their own children as a convenience rather than for employment
- Any child care program or arrangement consisting of two or more separate components, each of which operates for four hours or less per day with different children attending each component