



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

August 20, 2010

MEMORANDUM

To: Child Care State Grant Coordinators

From: Karen Yerby
Associate Director, Student Development Services

Subject: Child Care Allocations for 2010-11

The North Carolina General Assembly has appropriated \$1,838,215 for child care services for student-parents in community colleges for the 2010-11 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) + \$3.505 per curriculum budget FTE. All funds must be expended by June 30, 2011.

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

Colleges will be asked to project expenditure of allocations and evaluate the effect of this program no later than February 4, 2011. If a college is unable to project the full use of its allocations, efforts will be made to redistribute resources so maximum use can be made of the funds. After the close of the fiscal year an end-of-year report will be sent to the colleges for evaluation purposes.

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

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

Attachments

c: Student Development Administrators
Instructional Administrators
Chief Financial Officers
Dr. Sharon Morrissey
Ms. Jennifer Haygood
Ms. Wanda White
Ms. Brandy Andrews

Attachment 1

**NORTH CAROLINA COMMUNITY COLLEGE
Child Care Allotment
FY 2010-11**

Community College	Base Allotment	Curriculum FTE	Per Curriculum FTE Amount \$3.505	Total 2010-11 Allotment
Alamance CC	\$20,000	4,188	\$14,681	\$34,681
Asheville-Buncombe TCC	20,000	5,652	19,813	39,813
Beaufort County CC	20,000	1,617	5,668	25,668
Bladen CC	20,000	1,515	5,311	25,311
Blue Ridge CC	20,000	1,921	6,734	26,734
Brunswick CC	20,000	1,297	4,547	24,547
Caldwell CC and TI	20,000	3,951	13,850	33,850
Cape Fear CC	20,000	7,570	26,536	46,536
Carteret CC	20,000	1,519	5,325	25,325
Catawba Valley CC	20,000	4,421	15,498	35,498
Central Carolina CC	20,000	4,194	14,702	34,702
Central Piedmont CC	20,000	13,993	49,052	69,052
Cleveland CC	20,000	3,364	11,792	31,792
Coastal Carolina CC	20,000	3,946	13,833	33,833
College of the Albemarle	20,000	2,175	7,624	27,624
Craven CC	20,000	2,721	9,538	29,538
Davidson County CC	20,000	3,395	11,901	31,901
Durham TCC	20,000	3,716	13,026	33,026
Edgecombe CC	20,000	2,607	9,139	29,139
Fayetteville TCC	20,000	8,626	30,238	50,238
Forsyth TCC	20,000	7,159	25,096	45,096
Gaston College	20,000	5,572	19,533	39,533
Guilford TCC	20,000	10,994	38,539	58,539
Halifax CC	20,000	1,503	5,269	25,269
Haywood CC	20,000	1,837	6,440	26,440
Isothermal CC	20,000	2,340	8,203	28,203
James Sprunt CC	20,000	1,207	4,231	24,231
Johnston CC	20,000	3,697	12,960	32,960
Lenoir CC	20,000	2,860	10,026	30,026
Martin CC	20,000	670	2,349	22,349
Mayland CC	20,000	1,154	4,045	24,045
McDowell TCC	20,000	1,296	4,543	24,543
Mitchell CC	20,000	2,642	9,261	29,261
Montgomery CC	20,000	740	2,594	22,594
Nash CC	20,000	2,332	8,175	28,175
Pamlico CC	20,000	443	1,553	21,553
Piedmont CC	20,000	2,268	7,950	27,950
Pitt CC	20,000	6,215	21,787	41,787
Randolph CC	20,000	2,269	7,954	27,954
Richmond CC	20,000	1,528	5,356	25,356
Roanoke Chowan CC	20,000	717	2,513	22,513

Robeson CC	20,000	2,352	8,245	28,245
Rockingham CC	20,000	1,974	6,920	26,920
Rowan-Cabarrus CC	20,000	5,721	20,055	40,055
Sampson CC	20,000	1,304	4,571	24,571
Sandhills CC	20,000	3,428	12,017	32,017
South Piedmont CC	20,000	1,873	6,566	26,566
Southeastern CC	20,000	2,027	7,106	27,106
Southwestern CC	20,000	1,958	6,864	26,864
Stanly CC	20,000	2,436	8,539	28,539
Surry CC	20,000	2,785	9,763	29,763
Tri-County CC	20,000	1,048	3,674	23,674
Vance-Granville CC	20,000	3,220	11,288	31,288
Wake TCC	20,000	11,522	40,390	60,390
Wayne CC	20,000	2,988	10,474	30,474
Western Piedmont CC	20,000	2,835	9,938	29,938
Wilkes CC	20,000	2,508	8,792	28,792
Wilson CC	20,000	1,663	5,828	25,828
Total	\$1,160,000	193,473	\$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