



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

August 27, 2008

**MEMORANDUM**

**To:** Child Care State Grant Coordinators

**From:** Karen Yerby  
Associate Director, Student Development Services

**Subject:** Child Care Allocations for 2008-09

The North Carolina General Assembly has appropriated \$1,923,016 for child care services for student-parents in community colleges for the 2008-09 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) + \$4.856 per curriculum budget FTE. All funds must be expended by June 30, 2009.

**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.

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- 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 2, 2009.

If you have questions concerning the child care grant, please call Karen Yerby at 919-807-7107 or e-mail [yerbyk@nccommunitycolleges.edu](mailto: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  
Mr. Kennon Briggs  
Ms. Brandy Andrews

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## ATTACHMENT 1

COMMUNITY COLLEGE	BASE ALLOTMENT	FTE CURRICULUM	PER CURRICULUM FTE \$4.856	TOTAL 2008-09 ALLOTMENT
ALAMANCE CC	\$20,000	3,176	\$15,422	\$35,422
ASHEVILLE-BUNCOMBE TCC	20,000	4,852	23,560	43,560
BEAUFORT COUNTY CC	20,000	1,298	6,303	26,303
BLADEN CC	20,000	1,156	5,613	25,613
BLUE RIDGE CC	20,000	1,460	7,089	27,089
BRUNSWICK CC	20,000	1,033	5,016	25,016
CALDWELL CC & TI	20,000	3,131	15,204	35,204
CAPE FEAR CC	20,000	6,039	29,324	49,324
CARTERET CC	20,000	1,286	6,245	26,245
CATAWBA VALLEY CC	20,000	3,794	18,423	38,423
CENTRAL CAROLINA CC	20,000	3,565	17,311	37,311
CENTRAL PIEDMONT CC	20,000	12,080	58,658	78,658
CLEVELAND CC	20,000	2,519	12,232	32,232
COASTAL CAROLINA CC	20,000	3,185	15,466	35,466
COLLEGE OF ALBEMARLE	20,000	1,751	8,503	28,503
CRAVEN CC	20,000	2,165	10,513	30,513
DAVIDSON COUNTY CC	20,000	2,635	12,795	32,795
DURHAM TCC	20,000	3,269	15,874	35,874
EDGECOMBE CC	20,000	1,688	8,197	28,197
FAYETTEVILLE TCC	20,000	7,676	37,273	57,273
FORSYTH TCC	20,000	5,277	25,624	45,624
GASTON COLLEGE	20,000	3,914	19,006	39,006
GUILFORD TCC	20,000	8,003	38,861	58,861
HALIFAX CC	20,000	1,235	5,997	25,997
HAYWOOD CC	20,000	1,608	7,808	27,808
ISOTHERMAL CC	20,000	1,672	8,119	28,119
JAMES SPRUNT CC	20,000	1,023	4,967	24,967
JOHNSTON CC	20,000	3,385	16,437	36,437
LENOIR CC	20,000	2,262	10,984	30,984
MARTIN CC	20,000	638	3,098	23,098
MAYLAND CC	20,000	1,237	6,007	26,007
MCDOWELL TCC	20,000	944	4,584	24,584
MITCHELL CC	20,000	1,874	9,100	29,100
MONTGOMERY CC	20,000	765	3,715	23,715
NASH CC	20,000	2,011	9,765	29,765
PAMLICO CC	20,000	337	1,636	21,636
PIEDMONT CC	20,000	2,181	10,590	30,590
PITT CC	20,000	5,095	24,740	44,740
RANDOLPH CC	20,000	1,681	8,163	28,163
RICHMOND CC	20,000	1,310	6,361	26,361
ROANOKE CHOWAN CC	20,000	714	3,467	23,467
ROBESON CC	20,000	1,957	9,503	29,503
ROCKINGHAM CC	20,000	1,569	7,619	27,619
ROWAN-CABARRUS CC	20,000	4,039	19,613	39,613

SAMPSON CC	20,000	1,042	5,060	25,060
SANDHILLS CC	20,000	3,006	14,597	34,597
SOUTH PIEDMONT CC	20,000	1,488	7,225	27,225
SOUTHEASTERN CC	20,000	1,721	8,357	28,357
SOUTHWESTERN CC	20,000	1,632	7,925	27,925
STANLY CC	20,000	1,913	9,289	29,289
SURRY CC	20,000	2,507	12,173	32,173
TRI COUNTY CC	20,000	771	3,744	23,744
VANCE-GRANVILLE CC	20,000	3,131	15,204	35,204
WAKE TCC	20,000	9,195	44,649	64,649
WAYNE CC	20,000	2,552	12,392	32,392
WESTERN PIEDMONT CC	20,000	2,223	10,794	30,794
WILKES CC	20,000	1,998	9,702	29,702
WILSON TCC	20,000	1,467	7,120	27,120
TOTAL	<u>\$1,160,000</u>	<u>157,135</u>	<u>\$763,016</u>	<u>\$1,923,016</u>

### **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](mailto: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](http://ncchildcare.dhhs.state.nc.us/providers/pv_providercontacts.asp)

### **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