



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the **Smart Start of Yadkin County, Inc.** (hereinafter called the Partnership) and the **Yadkin County Human Services Agency** (hereinafter called LPA). The purpose of the MOU is to define the responsibilities of each agency regarding the use of Smart Start funds for subsidy services and administrative costs for the **2015-2016**.

I. LPA agrees to:

- A. Screen all applicants for subsidy services and certify eligible those who meet the current DCDEE established criteria for income and need for subsidized care and specific criteria as determined by the Partnership board.

Assure that Smart Start funds are used only for children who have not yet reached school age, specifically children birth through 5 not yet enrolled in kindergarten.

While TANF and CCDF eligibility criteria are different, for Smart Start purposes the broader CCDF eligibility is used.

CCDF eligibility is defined as families who are income eligible AND who are “need code” eligible.

In accordance with state eligibility changes enacted by the North Carolina General Assembly effective October 1, 2014 the following income eligibility criteria apply:

- Families with income less than or equal to 200% of Federal Poverty Level by family size;
- CONTINUING families whose income eligibility was determined at less than or equal to 75% of State Median Income **prior to 10/1/14** until they reach their redetermination date.

Need codes that qualify as CCDF eligible include:

- Employed
- Employed + Post Secondary Education/Training (primary reason is Employment)
- Seeking Employment
- Seeking Employment, Extended Benefits
- High School Education/GED
- Post Secondary Education/Training
- Post Secondary Education/Training + Employment (primary reason is Education)

Smart Start funds for TANF/CCDF eligible children **MAY NOT BE USED for Child Protective Services (CPS), Child Welfare Services (CWS), or Developmental Needs need codes.**

NO Smart Start funds may be used for new placements of children in facilities operating with provisional, special provisional, or 1 or 2 star licenses. The NC General Assembly has restricted the use of subsidy funding in facilities with 1 or 2 star licenses and Smart Start prohibits the placement of new subsidized children in facilities with provisional or special provisional licenses.

Funds to be spent on **TANF/CCDF eligible** children **MAY INCLUDE:**

- Purchase of care in 3, 4 and 5 star licensed facilities
- Purchase of care for children in GS 110-106 (church sponsored) facilities.

- B. Make payments to child care providers in the amount specified by the Partnership as long as funding is available.
- C. Make prior month corrections in the Subsidy Child Care Reporting System (SCCRS) within 2 weeks of written notification from the Partnership and notify Partnership once corrections have been entered.
- D. Permit the Partnership staff to have access to the subsidy services records at the LPA office of families who received Smart Start funded services to ensure that funds are expended for the purpose intended.
- E. Work with the Partnership staff to develop outreach efforts to inform parents about the star rated licensing system and the availability of subsidy services.
- F. Meet with the partnership staff as needed to discuss subsidy spending and plan for future spending.

II. Partnership agrees to:

- A. Provide funding in the amount of **\$110,210 for TANF/CCDF eligible children.**
- B. Provide Smart Start subsidy funding which can be used for the purposes described in Section I.
- C. Provide written notice of any changes to this agreement.
- D. Ensure that Smart Start funds are being used for subsidy services according to Partnership criteria. This may include periodically reviewing Smart Start subsidy records at the LPA or using the information provided by DCDEE staff regarding their reviews of LPA records and results of monitoring.
- E. Provide advance notice of visits to the LPA for the purpose of reviewing Smart Start records.
- F. Ensure that Partnership staff who review subsidy records at the LPA observe confidentiality policies regarding information contained in client files.
- G. Provide Star Level expenditure reports monthly and TANF/CCDF Expenditure Reports when prior month corrections are required.
- H. Meet with the staff of the LPA as needed to discuss subsidy spending.

Melody Choplis
Executive Director

Smart Start of Yadkin Co., Inc.

7/24/15
Date

Karen L. Lewis
Director

Yadkin Co. Human Services Agency

7-27-15
Date

Daryl Lewis
This instrument has been pre-audited in the manner required
by the Local Government Budget and Fiscal Control Act.