



North Carolina Department of Health and Human Services
Division of Child Development and Early Education

5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids

Beverly Eaves Perdue, Governor

Albert A. Delia, Acting Secretary

Deborah J. Cassidy, Director

October 15, 2012

To: Licensed Child Care Providers
From: Division of Child Development and Early Education
RE: 2012 Child Care License Fee

Dear Child Care Provider:

An invoice for the annual license fee assessed to your facility for the **2012 calendar year** is enclosed with this letter.

Based on NC General Statute 110-90(1a) all child care facilities will be assessed an annual license fee. This does not apply to religious sponsored programs operating pursuant to a Notice of Compliance, or state or public school operated child care centers.

The amount of the license fee is based on the licensed capacity of your facility as of October 1, 2012, not based on your current enrollment. Payment must be received by November 30, 2012. Payments made after this date will result in a one-time 10% penalty and interest as established by G.S. 147-86.23. In addition, late or non-payment of the license fee will result in the issuance of an administrative action against your child care facility, up to and including revocation of the child care license.

We accept e-checks, checks, money orders, debit cards, MasterCard and Visa. Online payments may be made by e-check or debit/credit card. To access this option, please visit www.NCChildcare.net and click the icon link on the front page. Please follow the instructions on the web page. If you must pay by check or money order please send your payment along with a copy of the invoice to the DHHS Controller's Office, Accounts Receivable Section, 2025 Mail Service Center, Raleigh, NC 27699-2025. Payments sent to the wrong address will delay your payment being received in a timely manner and could result in penalty and interest being assessed to your account. Checks returned for any reason are considered bad debt and you will be charged a return check fee of \$25.00. Payments can not be made in person or via email and should not be sent to the Division of Child Development and Early Education. Should you need assistance with payment of your invoice please call the DHHS Controller's Office at 919-527-6226.

Included on the back of this letter is a list of the most frequently asked questions regarding license fees. If you have any additional questions, or if you feel you received this invoice in error, you may contact a customer service representative at the Division of Child Development and Early Education at 1-800-859-0829 or by email at DCD.CustomerService@dhhs.nc.gov. Please include your facility ID and Invoice number on all checks and other correspondence. Thank you for your cooperation in remitting your license fee.

Frequently Asked Questions for Child Care License Fees

1. Why am I being assessed a license fee?

Based on NC General Statute 110-90(1a) child care facilities will be assessed an annual license fee based on the licensed capacity as of October 1st. This does not apply to religious sponsored programs operating pursuant to a Notice of Compliance, or state or public school operated child care centers.

The fee is based on the capacity printed on the child care license. The fees by licensed capacity are as follows:

Licensed Capacity	Fee
12 or fewer children	\$52.00
13-50 children	\$187.00
51-100 children	\$375.00
101 or more children	\$600.00

2. Can I make a payment in person at the Division of Child Development and Early Education or the DHHS Controller's Office?

Payments may not be made in person. An online payment option is available at www.NCChildcare.net for credit/debit cards and e-checks. Payment by check or money order must be mailed to the following address:

DHHS Controller's Office
Accounts Receivable Section
2025 Mail Service Center
Raleigh, NC 27699-2025

3. I only have 12 children enrolled in my facility at present, but I am being charged a fee of \$187.00. I should only pay \$52.00 according to the fee schedule.

The license fee is not based on your current enrollment. The fee is based on the capacity printed on your child care license. If the capacity printed on your license is for 30 children, then according to the above schedule, you are required to pay a \$187.00 license fee, regardless of your current enrollment.

4. My child care facility has been closed since October 10, 2012. Why did I receive an invoice to pay a license fee?

All child care facilities with an active status as of October 1, 2012 were sent a license fee invoice and are required to pay the fee. An annual license fee is assessed for the current calendar year. If your program would have closed on or prior to September 30, 2012, you would not have been charged a license fee for the year 2012. Please contact your child care consultant to discuss any further questions.

5. I will no longer own this child care facility as of December 30, 2012. Why did I receive an invoice to pay a license fee?

If an ownership change did not occur prior to October 1, 2012, you were still considered the owner at the time the license fee was invoiced, therefore you are responsible for the fee even though a new owner will acquire the facility before the end of 2012. The new owner would not be billed for a license fee until October 2013.

6. I do not have the full amount of the license fee that is due. Can I make a partial payment?

The full amount of the license fee is required by the due date. Partial payment of the license fee is not acceptable, nor will payment plans be established. Partial payment will be returned to you and will delay a timely payment of this required fee.

7. My check was dated by the due date, so why is my payment considered late?

Credit for payment will be given on the date it is received by the DHHS Controller's Office, not the date on the check.

8. I made a payment, but my check was returned. Why?

The most frequent reason that checks are returned are when a facility ID or invoice number is not referenced on the check or money order, or if a copy of the invoice is not included with the payment and the payment could not be matched with an account. Checks will also be returned if the full amount is not included.