



Welcome to the third issue of the Provider Bulletin! We have more information to share about changes coming to the Subsidized Child Care Assistance Program (SCCA). This month, we will tell about creating and linking your NCID, persons who work for multiple providers, County NC FAST go-live, and taking the Readiness Survey. These bulletins are offered to make Providers' transition to the Provider Portal as smooth as possible, and they are just one type of readiness material of many offered on the Division of Child Development and Early Education (DCDEE) website (http://ncchildcare.nc.gov/general/mb_NCFast.asp). Please check the website regularly for new materials, including the fourth edition of this bulletin to be posted by the 15th of next month.

Creating and Linking your NCID

In the January and February Provider Bulletins, it was noted that Providers will need to obtain a Business NCID to access the Provider Portal. This month, Providers should move forward with this process. Specifically, Providers should gather the name, business NCID, and role (Provider User or Provider Director) of each staff member who will need to access the Provider Portal. Providers should communicate these to the Local Purchasing Agency (LPA) by May 31, 2016, although Providers are encouraged to do so sooner if possible. This month, LPAs will aid in this effort by beginning outreach to Providers to request this information.

To obtain and communicate an NCID, Providers should follow the detailed instructions in the Provider Job Aid - Creating and Linking your NCID, which is posted on the DCDEE website (http://ncchildcare.nc.gov/general/mb_NCFast.asp). Please remember that only one staff member from each Provider should contact the LPA.

Between June and August 2016, LPA Providers Managers will link Providers' NCID(s) to their account in NC FAST—Provider accounts will be automatically loaded from the existing system into NC FAST. Then Providers will have four to eight weeks to login to the Provider Portal to complete initial enrollment, a process that is discussed in detail in the Provider Preparation Guide, which is also on the DCDEE website.

As noted by DCDEE in this month's Provider Reimbursement Summary, if Providers choose not to complete the task discussed above and thus no longer participate in SCCA, Providers must alert the LPA by May 31, 2016, and Providers will be terminated from the program later in 2016.

Persons Who Work for Multiple Providers

If a person works for multiple Providers, the individual will not obtain multiple NCIDs. Instead, the person will have one NCID linked to multiple Providers' accounts in NC FAST, and during each login the person will select which Provider account to work under. Providers' accounts will be completely separate, but the person must have the same role (Provider User or Provider Director) across them. Each Provider for which the person works will communicate the individual's NCID to the LPA.

Operating Legally

In order to complete initial enrollment in the Provider Portal, Providers must be operating legally, meeting all DCDEE regulatory requirements, including having a current license or Notice of Compliance.

Coming Next Month: Information on Provider Training

Benefits of the Provider Portal

- Easy online access to the information Providers need, such as vouchers & attendance rosters.
- Update Provider information online with the click of a button.
- LESS PAPER! Sign documents & submit attendance electronically.
- NO SWIPING! No POS machines to use, and no special paper to purchase.
- No individual county contracts—once enrolled in the Provider Portal, Providers can serve children in any county in NC!
- Payments directly to savings/ checking accounts.

Materials on the DCDEE website:

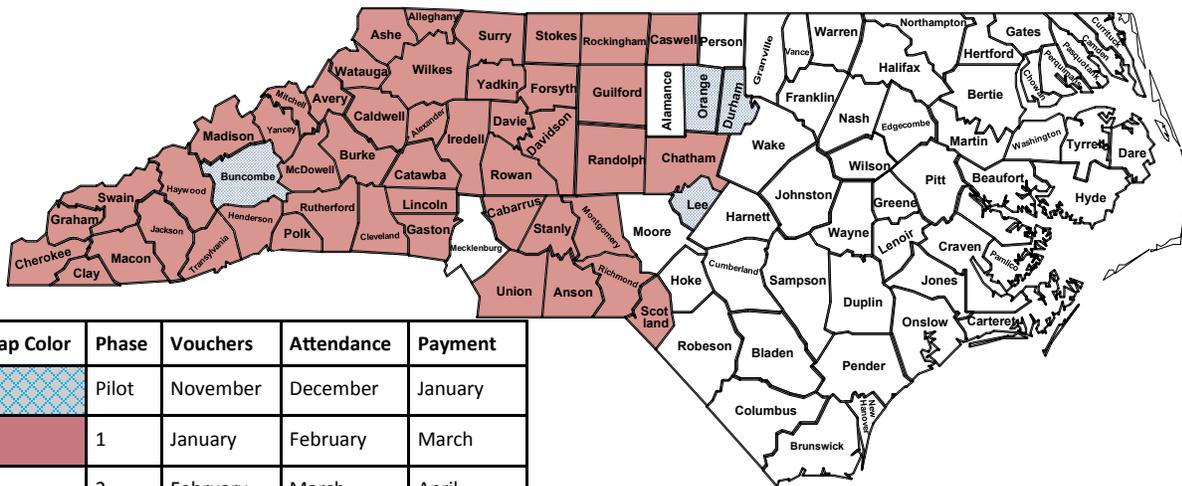
- Provider Preparation Guide
- Provider Job Aid - Creating and Linking your NCID
- Provider Readiness Checklist
- Provider Readiness Survey
- Previous months' Provider Bulletins



County NC FAST Go-Live

NC FAST will be implemented first with a set of four Pilot Counties—these Counties will provide early feedback. After Pilot implementation, NC FAST will be implemented for all other Counties in two phases. The implementation months and a map of the Counties are shown below. It is important that Providers understand when the County (or Counties) they serve will go live, as this schedule will determine when and how Providers will be paid for their services. Please note that, due to the phased approach to NC FAST implementation, during implementation months a Provider may receive payment both by paper check (for a County that is not live) and direct deposit (for a County that is live) if serving multiple Counties in different phases.

***Please note that the implementation schedule is subject to change.**



Map Color	Phase	Vouchers	Attendance	Payment
	Pilot	November	December	January
	1	January	February	March
	2	February	March	April

In the table above...

- **Vouchers** is when a County’s Providers may begin accepting vouchers
- **Attendance** is when a County’s Providers will begin entering attendance in the Provider Portal
- **Payment** is when Providers will be paid for the services provided in the first Service (Attendance) Month

Readiness Survey

Currently, there is a Readiness Survey for Providers to access on the DCDEE website (http://ncchildcare.nc.gov/general/mb_NCFast.asp). Providers are encouraged to complete this survey by March 22, 2016, to provide feedback on Provider Portal readiness materials (for example, Provider Bulletins, Provider Preparation Guide, etc.), which are also available on the DCDEE website. Please take the survey—it will take no more than five minutes to complete.

Setup of Direct Deposit Payment

As discussed in the February Provider Bulletin, Providers will be required to set up direct deposit to continue receiving payments with the implementation of NC FAST. If Providers do not already have one, they must open a checking or savings account for direct deposit—the account has to be with a bank that follows standard Automated Clearing House practices. In May 2016*, Providers should receive a postcard from DCDEE and NC FAST with instructions about the next steps to complete direct deposit setup.

***Please note that this timeline is subject to change.**