



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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July 18, 2016

TO: Superintendents, Local Education Agencies  
Directors, Exceptional Children Programs  
Lead Administrators, Charter Schools

FROM: Maria Pitre-Martin, Ph.D. *MPM*  
Chief Academic and Digital Learning Officer  
Academic and Digital Learning

William J. Hussey, Director *WJH*  
Exceptional Children Division

RE: **Developmental Day Center Application for Funds – FY 2016-2017**  
**State Funds Program Report Code (PRC) 063 Funds, Ages 3 through 21**

Developmental Day Center (DDC) funds are made available through the State Board of Education to assist in providing special education and related services to **eligible children with disabilities who are placed by local education agencies (LEAs) in licensed DDCs**. The allotment of DDC grant funds is **contingent upon the availability of state funds** for this program. LEAs are to use other state and federal funds for providing a free appropriate public education to children placed in a developmental day center setting.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/developmental-day-center-program>

The application and forms, listed individually, are fillable Microsoft Word documents to expedite the completion process. The Procedures and Instructions Manual includes details for guidance on completing a DDCF application and when submitting updates throughout the year; the Table of Contents and page numbers allows for quick access to pertinent information. An *Important Dates at a Glance* is included to assist with noting specific due dates. Do **not** use example forms or past school year application forms when applying for funds or submitting changes. **Applications must be postmarked on or before September 15, 2016.**

**All services should be negotiated locally and included in the contract** between the LEA and DDC. A Sample Contract is provided with the DDC forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted DDC. **NOTE:** LEAs that have classrooms or centers that are licensed as DDCs do not need to create a contract, but will still need to complete the DDCF-1, *Application for DDC Funds* and the DDCF-2, *Developmental Day Center Roster/Withdrawal Form*.

For further information, contact Lori Peterson at (919) 807-3932 or [lori.peterson@dpi.nc.gov](mailto:lori.peterson@dpi.nc.gov).

MPM/WJH/SHT/TAR/LJP/wgs

cc: Philip Price  
Alexis Schauss  
Finance Officers

## EXCEPTIONAL CHILDREN DIVISION

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