DEPARTMENT OF SOCIAL SERVICES
DIVISION OF BUDGET AND FINANCE
PO BOX 1082
JEFFERSON CITY, MO 65102-1082

STATE OF MISSOURI
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF BUDGET AND FINANCE
TELEPHONE: 573-751-2542
FAX: 573-751-7598

February 8, 2006

Dear Child Care Provider,

The Department of Social Services Contract Compliance Review (CCR) team will soon begin basic compliance reviews with vendors receiving child care payments from the department.

In the near future, you may be contacted by a CCR team member to set up a time to visit your facility. Vendors will be selected for reviews randomly.

During the site visit, you will be asked to provide us with a copy of records you are required to keep under the terms of our contract. The CCR team member will provide you with a list of the records we will be requesting at the time the site visit is scheduled. We do not anticipate that the site review and our request for records will be a significant demand on your resources.

It is the goal of the department to maintain a successful relationship with all private partners. If you are concerned that your current business practices are not in accordance with the contract you have entered into with the Department of Social Services, you are encouraged to write to the Division of Budget and Finance, Attn: Contract Compliance, PO Box 1082, Jefferson City, MO, 65102-1082 or to email contractcompliance@dss.mo.gov.

Sincerely,

Brian D. Kinkade
Director, Division of Budget and Finance

RELAY MISSOURI for hearing and speech impaired - TEXT TELEPHONE 1-800-735-2966 - VOICE 1-800-735-2466

** AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER **
services provided on a nondiscriminatory basis