

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 18, 2011

<b>What's Inside:</b> FAMIS/FACES Child Care Authorization Updates
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## M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR  
CHILDREN'S DIVISION

SUBJECT: FAMIS/FACES CHILD CARE AUTHORIZATION CHANGES

## DISCUSSION:

The purpose of this memorandum is to inform Children's Division (CD) staff of changes regarding who may enter child care authorizations in the FAMIS/FACES system.

Effective March 20, 2011, any USERID that is associated to the Primary Office of the Case Manager, Service Worker or Additional Worker on a FACES case, will have the ability to enter and update child care authorizations in the FAMIS/FACES system. The USERID submitting or updating the authorization must have the proper function (AC, FCS, IIS) assigned for that primary office.

Staff needing assistance may contact the FAMIS/FACES Helpdesk via email at [AskFamisFacesChildCare@dss.mo.gov](mailto:AskFamisFacesChildCare@dss.mo.gov), by entering an OHD Ticket or by calling 573-751-4031.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

FAMIS/FACES Helpdesk  
 Lisa Schroeder  
 573-751-4031  
[AskFamisFacesChildCare@dss.mo.gov](mailto:AskFamisFacesChildCare@dss.mo.gov)

**PROGRAM MANAGER**

Alicia Jenkins  
 573-751-6793  
[Alicia.Jenkins@dss.mo.gov](mailto:Alicia.Jenkins@dss.mo.gov)

<b>CHILD CARE MANUAL REVISIONS</b> N/A
<b>FORMS AND INSTRUCTIONS</b> N/A
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> (Link applicable factors and enter N/A if not applicable.) Parental Resilience N/A Social Connections N/A Knowledge of Parenting and Child Development N/A Concrete Support in Times of Need YES Social and Emotional Competence of Children N/A
<b>FACES REQUIREMENTS</b> N/A