

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 15, 2011

**What's Inside:**  
Instructions for  
printing Child  
Care Notices  
from FAMIS

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 NOTICES

DISCUSSION:

The purpose of this memorandum is to inform Children's Division staff on how to print the Child Care Action Notice (CD-150) and/or Child Care Provider Approval/Change Notice (FF-155) from the FAMIS system.

CD staff do not receive hard copies of child care authorization letters when a child is authorized in the FAMIS/FACES Interface. The resource parent will receive a CD-150 and the provider a FF-155 when the child is authorized and approved in the interface or when a change has been made to a child's authorization.

CD staff have access to the CD-150 and FF-155 via the Document Queue or Document History screens in the FAMIS system. Directions for printing documents from either screen have been added under the FAMIS/FACES User Guide titled "Printing Protective Services Notices".

**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**

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)

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| <b>CHILD WELFARE MANUAL REVISIONS</b><br>N/A   |
| <b>FORMS AND INSTRUCTIONS</b><br>N/A   |
| <b>REFERENCE DOCUMENTS AND RESOURCES</b><br><a href="#">Printing Protective Services Notices</a>   |
| <b>RELATED STATUTE</b><br>N/A  |
| <b>ADMINISTRATIVE RULE</b><br>N/A  |
| <b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b><br>N/A   |
| <b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b><br>N/A  |
| <b>PROTECTIVE FACTORS</b><br>Parental Resilience N/A<br>Social Connections N/A<br>Knowledge of Parenting and Child Development N/A<br>Concrete Support in Times of Need N/A<br>Social and Emotional Competence of Children N/A |
| <b>FACES REQUIREMENTS</b><br>N/A   |