

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 13, 2012

M E M O R A N D U M

**What's Inside:**

Child Care manual  
Revision – Where to  
File & Transferring  
Applications

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR  
CHILDREN'S DIVISION  
ALYSON CAMPBELL, DIRECTOR  
FAMILY SUPPORT DIVISION

SUBJECT: REVISIONS OF THE CHILD CARE MANUAL POLICY RELATED  
TO FILING AND TRANSFERRING APPLICATIONS

DISCUSSION:

The purpose of this memorandum is to inform staff of a revision to the child care manual section on *WHERE TO FILE AND TRANSFERRING APPLICATIONS*. Policy has been changed to align with other Income Maintenance programs with regard to processing applications for clients residing in another county.

Family Support Division staff is instructed to review this section and implement this policy upon receipt of this memorandum.

**NECESSARY ACTION**

1. Review this memorandum with all Family Support Division staff.
2. Review revised Child Care Manual section as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

Lora Brown  
573-526-3467  
[Lora.K.Brown@dss.mo.gov](mailto:Lora.K.Brown@dss.mo.gov)

**PROGRAM MANAGER**

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

**CHILD CARE MANUAL REVISIONS**

[1220.010.15 WHERE TO FILE AND TRANSFERRING APPLICATIONS](#)

<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> Parental Resilience-Yes Social Connections-No Knowledge of Parenting and Child Development-No Concrete Support in Times of Need-Yes Social and Emotional Competence of Children-No
<b>FACES REQUIREMENTS</b> N/A