

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 23, 2013

**What's Inside:**  
**FAMIS/FACES**  
**INTERFACE**  
**CHILD CARE**  
**ALERTS**

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

SUBJECT: CHILD CARE ALERTS IN THE FAMIS/FACES INTERFACE

DISCUSSION:

The purpose of this memorandum is to inform staff of the removal of all outstanding child care alerts issued prior to May 14, 2013. Removal of the child care alerts is in response to a system wide clean up of alerts that were not deleted when action had been taken on requests for either a child care waiver or child care authorization approval.

On the evening of May 14, 2013, all child care alerts were deleted. This included alerts on any requests for either a child care waiver or any child care authorization approval entered prior to May 14, 2013 that had not been approved. The alerts will not be recreated.

A listing of outstanding alerts, as of May 14, 2013, will be distributed to Circuit Managers, via email. All pending actions for waiver requests and authorization approval requests will require review by supervisory staff. The list will only contain waiver requests and authorization approval requests with an available action that can be taken.

There are child care waiver requests and authorization approval requests pending back to 2011 in the system. Each request will need to be reviewed to determine if a waiver request or authorization approval request should be approved or denied. Waiver requests and authorization approval requests pending on closed protective services cases will be voided by FAMIS, as action cannot be taken on child care waiver requests and authorization approval requests for closed protective services cases.

**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  
[Lisa.M.Schroeder@dss.mo.gov](mailto:Lisa.M.Schroeder@dss.mo.gov)

**PROGRAM MANAGER**

Marianne Dawson  
573-751-6793  
[Marianne.A.Dawson@dss.mo.gov](mailto:Marianne.A.Dawson@dss.mo.gov)

**CHILD CARE MANUAL REVISIONS**

N/A

**FORMS AND INSTRUCTIONS**

N/A

**REFERENCE DOCUMENTS AND RESOURCES**

N/A

**RELATED STATUTE**

N/A

**ADMINISTRATIVE RULE**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS**

N/A

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

N/A

**PROTECTIVE FACTORS** (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 N/A

Social and Emotional Competence of Children N/A

**FACES REQUIREMENTS**

(List or put N/A if not applicable.)