

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

NOVEMBER 8, 2016

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION AND
FAMILY SUPPORT DIVISION STAFF

FROM: TIM DECKER, DIRECTOR
CHILDREN'S DIVISION
PATRICK LUEBBERING, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: FULLTIME UNIT OF CARE INCREASE FOR CHILD CARE

DISCUSSION:

The number of hours that count towards a full time unit of care in the Child Care Subsidy Program have increased from 5 – 10 hours to 5 – 12 hours. A child care provider will bill and receive payment for one full time unit of care when care has been provided for a child for 5 – 12 hours in a 24 hour period. A child care provider providing care for more than 12 hours may bill and receive payment for additional units of care when 30 minutes or more hours of care are provided.

When the child will be in care for 5 – 12 hours during a 24 hour period, authorize the child care case for full time units of care. If the child will be in care for more than 12.5 hours, the authorization should include additional units of care.

Example: Johnny is a nurse working 12 hour shifts, 3 days per week. Johnny needs 45 minutes for travel time to commute to work one way. Johnny will receive 1 full time unit of care plus a part time unit of care for the additional 1.5 hours of care provided over the 12 hours.

NECESSARY ACTION

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

PDS CONTACT Justin Logan 573-751-2037 Justin.C.Logan@dss.mo.gov	MANAGER CONTACT Marianne Dawson 573-522-2294 Marianne.A.Dawson@dss.mo.gov
CHILD CARE SUBSIDY MANUAL REVISIONS 1225.030.00 CHILD CARE MAXIMUM PAYMENT RATES	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	