

## Guidelines for Electronic Submission of Subsidy Agreements

CD staff: Each Region has their own subsidy e-mail account. Work with your regional designee on how they want subsidies submitted in your region. For Contracted agencies: Above basic subsidies should be sent to the Children's Division FCCM Oversight Specialist in your region as they have directed you to send them.

For basic subsidies E-mail address is: CD.SubsidyContracts@dss.mo.gov

1. Scans must be clear and legible. Poor quality documents or documents scanned so that part of it is cut off will not be accepted.
2. Workers should be mindful the 30 day requirement for processing still applies and make every effort to get the subsidy paperwork to central office timely.
3. The process for emergencies or expedited entry (begin date is 5 or less days away) is not changing at this time. Those should still be sent directly to Donna or Beth's e-mail addresses after prior approval to scan has been given.
4. **Agreements/Contracts and documentation will need to be sent in separate files attached to the same e-mail.** Only the agreement will be forwarded to entry staff. **The agreement will need to be sent in the order below and follow the naming format given.** The order or name of the documentation file is not as important. Private agencies- Remember to encrypt your e-mail

Because part of the process is automated it is important that the subject line of your e-mail has the **name of the managing county and the date services are to begin**. This allows the system to auto sort the emails when they are sent to entry staff and ensures they get to the correct person and are not delayed in a holding inbox. **The protection of personal information including the child's last name, birth date, DCN and provider's DVN is required.** None of this information should be included in the subject line. Please follow the naming guidelines detailed below for your files.

- a. The file that has the agreement should be named as follows: *County Name DCN and effective date (Cole 12346678 08-23-2022). The county should be the managing county not the residential county and the date is the begin date for the subsidy, not the date you are sending it. This allows us to prioritize without having to open the attachment and also helps us to quickly locate an e-mail should there be questions after it has been reviewed and removed from the CD.Subsidy inbox.*
- b. *The file with documentation can be named as you wish, but including the DCN would be helpful.*
- c. The contract pages for CDAD or CDSG initial agreements should be sent in the following order.
  - Pages 1-4
  - EOB (Explanation of Benefits for Childcare)
  - Subsidy Clearance Form
- d. For amendments to CDAD or CDSG agreements please follow this order:
  - The current amendment

- Page that shows inactivation of a service applicable to the start of the service on the new amendment, if any.
- EOB (Explanation of Benefits for Childcare)
- Subsidy Clearance Form
- Page 1-4 of the initial agreement (unless page 1 had an inactivation and was placed as above; then pages 2-4)
- Any previous amendments (do not include any already included due to inactivation date as instructed above)

e. For CSAS or CSLG agreements send in the following order:

- If you are doing a new agreement to remove a parent (divorce) send all five pages in page order. Followed by the clearance form.
- If an attachment to add new services is being completed only the new attachment page should be sent, along with the subsidy clearance form.

5. Because file size could become an issue be sure the documentation you are sending is necessary.

- a. Please do not send:
  - Medical documentation over 90 days old from the start date of the service.
  - If you have a current letter from a physician/mental health provider giving the required information or a CS-10 signed by a physician you do not need to send in additional medical records for subsidy approval.
  - Records that do not pertain to the services requested
  - IEPs
  - Home studies
  - Blank amendment pages
- b. All initial agreements require a signed child summary.
- c. Please refer to the subsidy return check list for what type of documentation is required when requesting an above basic service.

6. Returns will be sent back electronically to the staff member or regional subsidy e-mail account who submitted the subsidy. It will be their responsibility to get the errors back to the worker for correction.

- a. When sending back a corrected subsidy, include the return checklist sheet or e-mail with your documentation file. Follow the above instructions for the order to send the agreement/contract pages.
- b. You will have to return all pages of the contract again not just the corrected page.
- c. Do not send the agreement that was returned with the errors. We will only need the corrected agreement, SCF, the return checklist and required documentation.