DEPARTMENT OF SOCIAL SERVICES
CHILDREN’S DIVISION
P.O. BOX 88
JEFFERSON CITY, MISSOURI
April 28, 2006
MEMORANDUM
TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN’S DIVISION STAFF
FROM: PAULA NEESE, INTERIM DIRECTOR
SUBJECT: MAINTENANCE PAYMENTS FOR UNLICENSED RELATIVE AND KINSHIP CARE PROVIDERS CHANGED TO 90 DAYS
REFERENCE: CHILDREN’S DIVISION
DISCUSSION:
The purpose of this memorandum is to update staff on changes in policy related to maintenance payments for unlicensed relative and kinship care providers. This memo updates information introduced in memo CD05-80.

The completion of home studies and receipt of all necessary materials for licensure can often take longer than 30 days. This could result in providers not receiving payments for children placed in their homes pending the licensure process. In order to provide our staff and families time to obtain all necessary paperwork and to complete a thorough home study, the Division will now allow maintenance payments to unlicensed relative and kinship care providers for 90 days. Edits have been made to the payment system to allow for this extension. Payments will not be generated after 90 days so it is important to ensure that the family is licensed within 90 days.

Instructions on how to enter these vendors on the SS-60 and SS-61 system can be found in memo CD05-80. Changes have been made to the SS-60 Instructions to reflect the 90 day allowable payment period.

NECESSARY ACTION:
1. Review this memorandum with all Children’s Division staff.
3. Any questions regarding this e-mail should be sent through normal supervisory channels.
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<th>PDS CONTACT:</th>
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**CHILD WELFARE MANUAL REVISIONS:**
Section 4 Chapter 12.3  
Section 6 Chapter 3.1

**FORMS AND INSTRUCTIONS:**
SS-60 Instructions

**REFERENCE DOCUMENTS and RESOURCES:**
N/A

**RELATED STATUTE:**
N/A

**ADMINISTRATIVE RULE:**
N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS:**
N/A

**PROGRAM IMPROVEMENT PLAN (PIP):**
N/A

**SACWIS REQUIREMENTS:**
N/A