

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 28, 2006

MEMORANDUM**WHAT'S INSIDE:**

Updated policy to reflect change to allow maintenance payments for RHU/KHU vendors for 90 days

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.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Any questions regarding this e-mail should be sent through normal supervisory channels.

PDS CONTACT: Stefanie Wickers 573-751-1354 Stefanie.D.Wickers@dss.mo.gov	PROGRAM MANAGER: Cindy Wilkinson 573-751-3171 Cindy.R.Wilkinson@dss.mo.gov
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	

PN/SW:js