

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 15, 2008

**What's Inside:**  
**Clarification of**  
**Child Care policy**  
**for TA Immediate**  
**Engagement**  
**Applicants**

**MEMORANDUM**

**TO:** ALL REGIONAL AND COUNTY CD AND FSD STAFF

**FROM:** PAULA NEESE, DIRECTOR, CHILDREN'S DIVISION  
JANEL R. LUCK, DIRECTOR, FAMILY SUPPORT DIVISION

**SUBJECT:** **CLARIFICATION OF CHILD CARE POLICY RELATING TO TEMPORARY ASSISTANCE APPLICANTS SUBJECT TO IMMEDIATE ENGAGEMENT**

**REFERENCE:** CHILDREN'S DIVISION  
FAMILY SUPPORT DIVISION

Memo OEC-08-01/CD08-05 dated 01/14/08 introduced new child care policy relating to Temporary Assistance (TA) applicants subject to Immediate Engagement. Staff was instructed to enter a verification code of Client's Statement (CS) on the CCNEED (FMAC) screen for TA applicants needing child care in order to comply with Immediate Engagement. As this entry causes the Child Care application to PEND for verification, enter a verification code of Collateral Contact (CC) instead of Client Statement (CS). Enter a comment explaining the household member is a TA applicant subject to Immediate Engagement.

This memo also instructed staff to enter an end date of 30 days in the future on the CCNEED (FMAC) screen. Currently, the system only allows for entry of the current, or a past date in this field. Until system changes are completed, staff must instead set a reminder for 20 days in the future to check the child care need and end date or update the need as appropriate.

Reminder: staff must not authorize the child to a provider unless or until a Career Assistance Program (CAP) agency verifies the TA applicant has scheduled an appointment or is participating in work activities. Authorize the number and type of units of care based on the verification received and the family's needs.

Child Care Manual section [1210.020.05 TEMPORARY ASSISTANCE PARTICIPANTS](#) has been updated to reflect this policy.

<b>NECESSARY ACTION:</b>  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:	
<b>PDS CONTACT:</b> Lora Brown 573-526-9587 Lora.K.Brown@dss.mo.gov	<b>PROGRAM MANAGER:</b> Becky Houf 573-522-1385 Becky.L.Houf@dss.mo.gov
<b>CHILD CARE MANUAL REVISIONS:</b> <b>1210.020.05 TEMPORARY ASSISTANCE PARTICIPANTS</b>	
<b>FORMS AND INSTRUCTIONS:</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> Memo OEC-08-01/CD08-05 dated 01/14/08	
<b>RELATED STATUTE:</b> N/A	
<b>ADMINISTRATIVE RULE:</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS:</b> N/A	
<b>PROGRAM IMPROVEMENT PLAN (PIP):</b> N/A	
<b>SACWIS REQUIREMENTS:</b> N/A	