

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 14, 2009

**What's Inside:**

**Transitional Child  
Care System  
Enhancements**

**MEMORANDUM**

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

**FROM:** CELESTA HARTGRAVES, ACTING DIRECTOR,  
CHILDREN'S DIVISION  
VALERIE DAVIS, ACTING DIRECTOR,  
FAMILY SUPPORT DIVISION

**SUBJECT:** **TRANSITIONAL CHILD CARE SYSTEM ENHANCEMENTS**

**REFERENCE:** FAMILY SUPPORT DIVISION

The purpose of this memorandum is to introduce Transitional Child Care (TCC) system enhancements that impact active and reapplying households. New applicants and applicants whose child care eligibility has lapsed will have eligibility for child care benefits evaluated only at the 127% poverty level. System enhancements have been made in FAMIS to accommodate the new TCC policy.

**CHANGES TO FAMISPAR (FM0D)**

Previously, when benefits lapsed for a Child Care Eligibility Unit (EU), this EU's status on FAMISPAR (FM0D) converted to "CLO" (closed) on the first day of the month after eligibility ended. FAMIS will now display the EU's status as "EXP" (expired) when Child Care benefits lapse. This change allows the EU's eligibility for TCC to be evaluated when a child care application is backdated due to circumstances beyond the Eligibility Specialist's control (i.e., application dropped off at the end of the day on the last day of the EU's eligibility period).

Example: Mary Smith has an active Child Care (CC) case through 08/31/08. Mary drops off an application at 5:00 pm on 08/29/08. The Eligibility Specialist receives this application on 09/02/08 and enters 08/29/08 as the application date in FAMIS (REQUEST – FM0G screen). The Eligibility Specialist conducts the CC interview and completes an eligibility determination on 09/05/08. FAMIS will first evaluate Mary's eligibility for Child Care using the 127% federal poverty standard. If Mary's income exceeds this standard, FAMIS will then evaluate Mary's eligibility for TCC based on the 139% federal poverty standard as Mary's CC case was active on the date she reapplied for benefits (08/29/08).

## **Child Care (CC) Worker Initiated Budget Calculation Area (WIBCA - FMXH)**

FAMIS limits the application date on the REQUEST (FM0G) screen to 30 days prior to the current date. In rare instances, there may be a need to explore eligibility more than 30 days prior to the current date (i.e., hearing reversals). The WIBCA process was created to allow for these rare situations. The purpose of the WIBCA is to establish continuous eligibility and allow the system to recognize when an EU should be evaluated for TCC eligibility.

Example: Jane Doe has an active CC case through 08/31/08. Jane reapplies for September, 2008 benefits on 08/18/08 and is rejected on 08/25/08. Jane requests a hearing on 10/17/08, which is held on 10/27/08. The hearing is held open through 11/05/08 to allow time for Jane to submit additional information. The agency's action to reject the reapplication is reversed. The County Office is notified of this on 11/11/08 and instructed to restore benefits to Jane back to the application date. The Eligibility Specialist enters an application in FAMIS using an application date of 11/01/08 as FAMIS will not allow entry of the true original application date of 08/18/08 as it is more than 30 days in the past.

Jane's EU consists of herself and her two children, John & Jessica. Jane's adjusted gross income is \$1,900.00 per month (between 127% and 139% of poverty). Jane qualifies for TCC benefits from 09/01/08 through 08/31/09 based on the hearing decision reversing the 08/25/08 rejection action.

In the above example, FAMIS will recommend an REJC (rejection) action, reason MAX (income exceeds maximum) for this EU as the EU was not active on the application date entered on the REQUEST (FM0G) screen (11/01/08). Because FAMIS does not recognize that the EU was active on the original application date (08/18/08), FAMIS will determine eligibility based on the 127% federal poverty level *only* and will not explore TCC eligibility. In order for FAMIS to explore TCC eligibility at 139% of the poverty level, the system must be able to recognize the EU's active status on the original application date (08/18/08). The SELWIBCA (FMXH) screen has been developed for the Child Care program in order to accomplish this function.

The WIBCA can be authorized prior to the application entry on the REQUEST (FM0G) screen, during the application controlled flow, or after the application is taken out of the flow. If the application has already been taken out of the flow and processed when the WIBCA is authorized, reset the Eligibility Determination on the same day. For WIBCA instructions, please see the FAMIS User Guide: WIBCA – Child Care.

<http://dssweb/fsd/systems/famis/guide/toc.html>

When the application is processed, the system will display the first month of the certification period as the month of the application date entered on the REQUEST (FM0G) screen. In the above example, this date is 11/2008. The recertification date will be set to 12 months from the previous recertification date. In the above example, the previous recertification date was 08/2008 and the new recertification date is 08/2009. The above EU will display eligibility in the system from 11/2008 – 08/2009. Although the above EU is eligible for benefits from 09/01/2008 – 10/31/2008 due to the hearing reversal, this eligibility period can not be displayed in FAMIS. The child's authorization to the provider can only be entered back to the application date on FM0G, which is

11/01/08 in the above example. Corrective payments should be issued from the first invoice generated to the provider for any time period that can not be authorized on the CCAUTH (FM30) screen. In the example above, a corrective payment should be made for services rendered from 09/01/08 through 10/31/08 using the invoice that is generated for 11/2008 services. If the parent utilized a provider other than the current provider during that time period, authorize the child to the previous provider for one day in order to generate an invoice. A corrective payment should be issued based on the invoice that is produced from this authorization.

**ADDITIONAL CHANGES**

Age batch – Because TCC pays a reduced benefit of 75%, notices generated to TCC households and authorized providers list each child's RATE as opposed to the sliding fee. When a child turns 2 years old, benefits are paid at the Pre School (PS) rate, instead of the Infant (IN) rate. When a child turns 5 years old, benefits are paid at the School Age (SA) rate, instead of the PS rate. These rate changes are effective the month after the child's 2<sup>nd</sup> or 5<sup>th</sup> birthday. An age batch process is now executed in FAMIS on the last Saturday of each month which identifies TCC children turning 2 or 5 years old in the next calendar month. A notice will be system generated to the EU (FA150) and the provider (FA 155) listing the new rate. If a provider is not contracted or registered for payment for the new age category, the system will end date the child's authorization to the provider with the reason code SVC (your provider does not offer this service). Child authorizations are ended effective the last day of the child's birthday month. Notices are system generated to the EU and provider indicating the authorization has closed for this reason.

Transitional Child Care Brochures: The IM 4TCC informational brochure has been developed to explain TCC benefits to parents. This brochure should be reviewed with parents determined eligible for TCC benefits. The brochure is available on the internet at [IM 4TCC](#) . The IM 4 TCC2 informational brochure has been developed to explain TCC benefits to child care providers. This brochure should be made available to any subsidy child care provider requesting information regarding TCC benefits. This brochure is available on the internet at [IM 4 TCC2](#) .

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Family Support Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>MAS II CONTACT:</b> Lora Brown 573-526-9587 <a href="mailto:Lora.K.Brown@dss.mo.gov">Lora.K.Brown@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Alicia Jenkins 573-522-1385 <a href="mailto:Alicia.Jenkins@dss.mo.gov">Alicia.Jenkins@dss.mo.gov</a>
<b>CHILD CARE MANUAL REVISIONS</b>	
<b>1210.025.00</b> <a href="#">INCOME ELIGIBILITY GUIDELINES</a> <b>1210.025.05</b> <a href="#">BUDGETING PROCESS</a>	

**1230.025.00** [CHANGE IN THE SLIDING FEE](#)  
**1225.040.00** [SLIDING FEE FROM HOUSEHOLDS](#)  
**1230.045.00** [REDETERMINATIONS](#)

**FORMS AND INSTRUCTIONS**

N/A

**REFERENCE DOCUMENTS and RESOURCES**

Transitional Child Care Brochures:

[IM 4TCC brochure](#)

[IM 4 TCC2 brochure](#)

[FAMIS User Guide: WIBCA – Child Care](#)

**RELATED STATUTE**

N/A

**ADMINISTRATIVE RULE**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS**

N/A

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

N/A

**PROTECTIVE FACTORS**

Parental Resilience – N/A

Social Connections – N/A

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – YES

Social and Emotional Competence of Children – N/A

**FACES REQUIREMENTS**

N/A