

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 3, 2009

What's Inside:
Travel Expense Log
and Respite Provider
Evaluation/Payment
Invoice Revisions

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: TRAVEL EXPENSE LOG AND RESPITE PROVIDER EVALUATION/PAYMENT INVOICE REVISIONS

DISCUSSION:

In response to the Continuous Quality Improvement process revisions have been made to the Travel Expense Log, CD-106, and Respite Provider Evaluation/Payment Invoice, CD-111.

Travel Expense Log, CD-106

- A box has been added to enter the name of the worker and the address of the local office.
- The drop-down boxes for month and year have been removed.
- The "NOTE" at the bottom of the page has been revised to comply with Payment Unit auditing requirements.
- Instructions have been created for completing the form.

Respite Provider Evaluation/Payment Invoice, CD-111

- Addition of space to enter the office address.

The revised forms are to be used immediately upon publication of this memo. All copies of the old forms shall be destroyed.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised forms.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Children's Division E-forms	
REFERENCE DOCUMENTS AND RESOURCES N/A	
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 (Link applicable factors and enter N/A if not applicable.) Parental Resilience, N/A Social Connections, N/A Knowledge of Parenting and Child Development, N/A Concrete Support in Times of Need, N/A Social and Emotional Competence of Children, N/A	
FACES REQUIREMENTS N/A	