

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 23, 2009

**What's Inside:**  
**Change in**  
**authorization**  
**limits for school**  
**age children**

**MEMORANDUM**

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

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

**SUBJECT:** **FAMIS AND CSIPS CHILD CARE AUTHORIZATIONS  
FOR SCHOOL AGE CHILDREN**

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

The purpose of this memorandum is to introduce changes in the authorization limits for school age children. Current policy restricts the number of full time day units that can be authorized for children age six (6) years and older to a maximum of two (2) per month. Effective immediately, the number of full time day units of care that should be authorized is limited to **five (5)** for children age **seven (7)** years and older during the months of September, October, November, December, January, February, March and April. When creating authorizations for children age seven (7) years and older, enter a maximum of five (5) full time day units to cover possible school absences, school holidays, snow days, teacher's meetings, or other days school may not be in session. If there are more than five (5) days that school is not in session during any of the designated months, the provider should utilize the payment resolution process to request a corrective payment to cover the additional time for which the child may be eligible.

If the child is seven (7) years of age or older, staff can not enter full time day units in excess of 5 (five) during the designated months. Since authorizations for children age seven (7) years and older may need to be increased during the summer months, staff should manually set reminders to make adjustments to the child's authorization. If an authorization is made during the summer months for more than 5 (five) full time day units, staff should end the child's authorization no later than August 31<sup>st</sup>.

Some children do not begin attending kindergarten until age six (6), and some kindergarten programs are in session for only half a day (as opposed to a full day). Therefore, some children age six (6) do have a need for full time care during the day if they are enrolled in a half time kindergarten program.

For six (6) year olds, county staff must determine if the child attends full day school, half day school, or does not attend. The child's authorization must take into consideration the child's school attendance and parent/guardian's schedule.

Example: Jimmy is six (6) years old and attends kindergarten for a full day (from 8:30 am to 3:30 pm) Monday through Friday. His mother works 8:00 am to 5:00 pm on Mondays, Wednesdays, and Fridays. Jimmy's mother must drop him off at child care at 7:30 am in order for her to be at work on time. Jimmy attends child care until the bus picks him up for school at 8:00 am. After school, Jimmy returns to child care at 3:45 pm. Jimmy's mother picks him up from child care at 5:30 pm. In this example, Jimmy is in childcare 30 minutes in the morning and 1 hour and 45 minutes in the afternoon. Jimmy needs child care for a total of 2 hours and 15 minutes during the day, which is part time care. Since his mother works three days a week, Jimmy should be authorized for 13 part time day units per month and up to five (5) full time day units per month for any months from September to April in which the parent/guardian has a verified need for child care.

## **SYSTEM CHANGES**

FAMIS screen FM30 (CCAUTH) has been modified to prohibit entries for full time day units that exceed five (5) per month for children age seven (7) years and older during the months of September, October, November, December, January, February, March and April. As there has been an increase in situations in which a child age seven (7) years or older does not attend school during the day (such as a child that is home schooled), this restriction does NOT apply to staff with FAMIS security clearance of Supervisor and above. Supervisors have the ability to authorize a child age seven (7) years of age and older for more than five (5) full time day units per month. Supervisors and Eligibility Specialists are expected to review the parent/guardian's schedule and verify the child is in need of more than five (5) full time day units of care per month prior to the Supervisor entering the child's authorization in FAMIS. A comment outlining the method used to determine the child's appropriate authorization level is required on the FM30 (CCAUTH) screen for all such authorizations. This comment should state the reason the child does not attend school full time from September to April, the child's actual school schedule (if applicable), the parent's schedule, and the documentation used to verify each.

**EXAMPLE:** Chris is 11 years old and is home schooled by his father, Martin. Martin verified that he works from 7:00 am to 1:00 pm Monday through Friday. Martin takes Chris to child care at 6:30 am and picks him up at 1:30 pm each weekday. Martin also verified he is in compliance with Section 167.031 of the Revised Statutes of Missouri regarding home schooling.

Martin applies for child care on 01/21/2009. Martin's income, work schedule and all other child care eligibility factors are verified. Martin's eligibility unit is approved for child care services from 01/21/2009 through 12/31/2009. Chris should be authorized for 22 full time day units of care per month. This authorization must be entered by staff with a security level of Supervisor or above and a comment must be entered explaining that Chris is home schooled, the documentation used to verify home schooling, as well as the documentation used to verify Martin's work schedule.

### **CSIPS SYSTEM**

No modifications will be made to the CSIPS system, however, this same policy should be applied to the best extent possible within a child's case plan.

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division and Family Support Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Lora Brown, MAS II 573-526-9587 Lora.K.Brown@dss.mo.gov	<b>PROGRAM MANAGER:</b> Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
<b>CHILD WELFARE MANUAL REVISIONS</b>	
<a href="#"><u>1220.025.05 AUTHORIZATION LIMITS</u></a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> 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