

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 30, 2009

What's Inside: FY10 Child Care Contract Changes

M E M O R A N D U M

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: FISCAL YEAR 2010 CHILD CARE CONTRACTS TO BE USED
FOR LICENSED PROVIDERS

REFERENCE: CHILDREN'S DIVISION AND FAMILY SUPPORT DIVISION

The Child Care contracts for licensed centers, group homes and family homes doing business with the Department of Social Services (DSS) have been revised for the July 1, 2009 through June 30, 2010 contract period. All providers are being mailed a new child care contract dated April 2009. They are required to complete a new contract to continue child care services with the State of Missouri. All new contracts are required to be in Central Office by May 4, 2009 for proper updates to be completed prior to June 30, 2009.

The revised child care contract (CM-5) form, direct deposit (CD-122) form and child care rate charts are available electronically through the internet. The child care rate charts are accessible by the internet at <https://dssapp.dss.mo.gov/ccrate/>. The contract and the direct deposit forms are available on the internet at: <http://www.dss.mo.gov/cd/info/forms/index.htm>.

Field staff are instructed to forward completed contract and attachments to the Contract Management Unit. Field staff are to begin using the new forms immediately for all new providers. All contracts received in your office after the date of this memorandum need to be on the new contract form (contract has a revision date of 04/09). Any contracts received in the Contract Management Unit (CMU) that are on the old forms will be returned to the provider.

CHILD CARE CONTRACT CHANGES

The child care contract revisions include the following clarifications:

- The provider agrees that a custodial or non-custodial parent cannot be considered a child care provider for his/her own children. This includes an owner of a child care facility if the owner's children attend no matter who is responsible for the direct care of the children.
- Payment will not be made for child absences and/or holidays after the child has left the providers care.

REMINDER ABOUT CHILD CARE CONTRACT

In order for child care contracts to be processed, the following must be forwarded to the Contract Management Unit:

- A completed contract:
 - Has all provider/facility information completed;
 - Is signed by the provider or facility agent;
 - Has all the appropriate boxes for services the provider will accept and for which they are licensed checked;
 - Has every page of the contract signed and dated;
 - Has a copy of Taxpayer ID verification attached;
 - Is returned with all attachments, to P.O. Box 2320, Jefferson City, MO 65103.

CMU staff will return contracts that have missing or incomplete information to the provider. Questions regarding the contracts should be forwarded to Mary Holterman at Mary.F.Holterman@dss.mo.gov or via telephone at 573-526-5533.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review immediately with all appropriate staff. 2. Utilize the revised CM-5 contract dated 04/09. 3. Family Support and Children's Division staff may direct any questions regarding this process through appropriate channels to CMU. 	
PDS CONTACT Joyce Koerner (573)526-9587 Joyce.A.Koerner@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins (573)751-6793 Alicia.Jenkins@dss.mo.gov
FORMS AND INSTRUCTIONS	
Child Care Contract/Amendment for Purchase of Center, Family, Or Group Home Child Care Services- CM-5 Application For Vendor Direct Deposit - CD-122	
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 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