

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 23, 2009

MEMORANDUM

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| <b><u>What's Inside:</u></b><br>EAS Instructions<br>for completion<br>and FACES data<br>entry |
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: EMERGENCY ASSISTANCE SERVICES (EAS) COMPLETION  
AND FACES DATA ENTRY

## DISCUSSION:

The purpose of this memo is to remind staff that, during the initial assessment of a family when determining if services are needed, staff must conduct an Emergency Assistance Services (EAS) assessment when an emergency situation exists for the family. An emergency situation exists when:

- It is determined that abuse or neglect has occurred,
- A Family-Centered Services (FCS) case is opened because of an emergency situation when a child is at risk of abuse or neglect, or
- A child is placed in out-of-home care because of abuse or neglect.

Complete the Missouri Title IV-A Emergency Assistance Services Form, CS-EAS-1, with the family. If the child is in out-of-home care, the Children's Service Worker completes the form. This is required when the decision has been made that purchased services will be delivered to the child/family. The CS-EAS-1 documents the client's application for assistance by providing EAS and documents the family's eligibility for those services.

The services which may be provided under EAS include all purchased services such as Children's Treatment Services (CTS), child care, residential treatment, foster care, kinship care, emergency shelter, Intensive-In-Home Services, etc.

The CS-EAS-1 form and EAS screen in FACES need to be completed on cases meeting the above stated criteria. Federal regulations require that Children's Division be able to document the EAS eligibility period. In order to meet that requirement, the Children's Service Worker must enter an EAS authorization start date from the CS-EAS-1 on the FACES EAS screen. The date must be entered so that the Division of Finance and Administrative Services can make the federal EAS claims and track the receipt of only

one 365 day eligibility period each 12 months by a client. The procedure can be used as follows:

- Families-When EAS are to be delivered to an intact family, the Children’s Service Worker will enter the service authorization start date from the CS-EAS-1 on the EAS screen in FACES.
- Child-When EAS are to be delivered to a child in out-of-home care, who is not physically living in the home of an active FCS case, the service authorization start date from the CS-EAS-1 will be entered on the EAS screen in FACES. The child can still be listed as a household member on the FCS Information screen.
- Intensive In-Home Services (IIS) Cases-When any purchased service is to be provided to a family that does not have an active FCS case, staff will open an FCS case and complete the EAS eligibility determination process including the CS-EAS-1. The service authorization start date from the CS-EAS-1 will be entered on the EAS screen in FACES. This client tracking procedure will require data about IIS families who are to receive purchased services as part of the EAS program to be entered on the EAS screen in FACES. This needs to occur whether services are received through a contracted IIS provider or an in-house specialist.

In order for a family or child to be re-authorized for EAS services, one of the following conditions must exist:

- A child abuse and neglect (CA/N) report is made on the family after the initial 12 month EAS eligibility period;
- An emergency occurs more than 12 months after the last EAS begin date that required intervention by the Children’s Service Worker and which results in additional service needs; or
- The conditions of the original emergency still exist.

EAS re-authorization must be entered on the EAS screen in FACES upon qualification. In these cases, the crisis or emergency must be documented in the case record.

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| <b>NECESSARY ACTION:</b><br><br><ol style="list-style-type: none"><li>1. Review this memorandum with all Children’s Division staff.</li><li>2. Review revised Child Welfare Manual chapters as indicated below.</li><li>3. All questions should be cleared through normal supervisory channels and directed to:</li></ol> |                                                                                                                                      |
| <b>PDS CONTACT:</b><br>Christy Collins<br>(573) 751-9603<br><a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>                                                                                                                                                                                    | <b>PROGRAM MANAGER:</b><br>Melody Yancey<br>(573) 751-3171<br><a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a> |
| <b>CHILD WELFARE MANUAL REVISIONS:</b><br>Section 3 Chapter 2.3 <a href="#">Procedures Applicable to All Case Types</a><br>Section 3 Chapter 4 <a href="#">Attachment B Emergency Assistance Services (EAS)</a>                                                                                                           |                                                                                                                                      |

**FORMS AND INSTRUCTIONS**

CS-EAS-1 Missouri Title IV-A Emergency Assistance Services Request

**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-

<http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

Social and Emotional Competence of Children-N/A

**FACES REQUIREMENTS**

N/A