

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 27, 2009

What's Inside:
FAMIS system
changes to
accommodate TA
Immediate
Engagement

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: PAULA NEESE, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: **FAMIS CHANGES TO CCNEED (FMAC) SCREEN**

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The purpose of this Memorandum is to inform staff of changes to the CCNEED (FMAC) screen to support Temporary Assistance applicants subject to Immediate Engagement. Memorandum OEC-08-03/CD08-20 dated 04/15/08 instructed staff to enter a child care need on the CCNEED (FMAC) screen and set a reminder 20 days in the future to check the child care need for TA applicants subject to Immediate Engagement policy. This procedure was implemented because system changes had not been completed to allow for a future end date to be entered on the CCNEED (FMAC) screen. System changes have now been implemented allowing entry of a future end date on the CCNEED (FMAC) screen.

Effective 08/31/2009, staff should enter a child care need for Training\Evaluation (TRN) with an end date 30 days in the future for TA applicants subject to Immediate Engagement. Enter Collateral Contact (CC) verification code, unless other documentation is available. For households applying for Child Care Assistance, the application will be approved only for the months in which a child care need exists, if all other eligibility factors are met. For active Child Care households, the system will generate an adverse action to close the child care case for no need. Once the adverse action period expires, the case will close. If the household reports a new child care need during the adverse action period, follow current policy to request verification of the new need.

Reminders – For two parent households, both parents must be subject to TA Immediate Engagement in order for this policy to apply. The child(ren) should not be authorized to a provider unless/until the Career Assistance Program (CAP) agency verifies the TA applicant has scheduled an appointment or is participating in work activities.

NECESSARY ACTION:

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

MAS II CONTACT:

Lora Brown
573-526-3011
Lora.K.Brown@dss.mo.gov

PROGRAM MANAGER:

Alicia Jenkins
573-751-6793
Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS

[1210.020.05 TEMPORARY ASSISTANCE PARTICIPANTS](#)

FORMS AND INSTRUCTIONS

N/A

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