

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 15, 2010

M E M O R A N D U M

<p>What's Inside: Updating Child Care Provider Addresses</p>

TO: ALL REGIONAL AND COUNTY CD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION

SUBJECT: UPDATING CHLD CARE PROVIDER ADDRESSES IN FACES

DISCUSSION:

The purpose of this memorandum is to inform Children's Division field staff to stop updating addresses for child care providers in FACES. There have been recent situations where the addresses of Registered Family Home Providers (Four or Less) have been updated in FACES by CD staff. When CD staff makes an address change, the system may close the provider's registration and any child care authorizations in FAMIS, as well as cause other authorization issues and potential delays.

Child care provider addresses should only be updated by Early Childhood and Prevention Services staff or Department of Health and Senior Services, Section for Child Care Regulation, if appropriate. If there are child care provider address issues, CD staff is instructed to contact their local Child Care Provider Relations Unit for assistance. To locate your local Child Care Provider Relations Unit go to <http://www.dss.mo.gov/cd/childcare/pdf/ccpru-expansion.pdf>.

NECESSARY ACTION

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

PDS CONTACT:

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573-526-9587

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PROGRAM MANAGER

Alicia Jenkins
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CHILD WELFARE MANUAL REVISIONS N/A
FORMS AND INSTRUCTIONS N/A
REFERENCE DOCUMENTS AND RESOURCES Child Care Provider Relations Unit
RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS (List or put N/A if not applicable.)
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience - Yes Social Connections - N/A Knowledge of Parenting and Child Development- Yes Concrete Support in Times of Need - Yes Social and Emotional Competence of Children - N/A
FACES REQUIREMENTS N/A