

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 6, 2011

**What's Inside:**  
**WAIVER  
 AUTHORIZATION  
 USER GUIDE**

## M E M O R A N D U M

**TO:** REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
 CHILDREN'S DIVISION STAFF

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

**SUBJECT:** CHILD CARE WAIVER AUTHORIZATION PROCESS USER  
 GUIDE

## DISCUSSION:

The purpose of this memorandum is to inform staff that an additional user guide for waiver authorizations has been posted on the Intranet. With the implementation of the FAMIS/FACES Interface, waivers for LS-1 status children attending license exempt, registered child care providers are authorized and approved at the local level. The Waiver Authorization Process User Guide was designed to explain the purpose of the waiver; clarifies each field on the waiver screen; and provides instructions for entering a waiver authorization.

**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**

Marianne A. Dawson  
 (573) 526-9587  
[Marianne.A.Dawson@dss.mo.gov](mailto:Marianne.A.Dawson@dss.mo.gov)

**PROGRAM MANAGER**

Alicia Jenkins  
 573-751-6793  
[Alicia.Jenkins@dss.mo.gov](mailto:Alicia.Jenkins@dss.mo.gov)

**CHILD CARE MANUAL REVISIONS**

N/A

**FORMS AND INSTRUCTIONS**

N/A

<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Waiver Authorization Process User Guide</a>
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> (Link applicable factors and enter N/A if not applicable.) 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
<b>FACES REQUIREMENTS</b> N/A