

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 9, 2011

<b>What's Inside:</b> CD-157 Child Care Payment Transition Notice Coversheet
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## 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:** ELIMINATION OF THE CHILD CARE PAYMENT TRANSITION NOTICE COVERSHEET (CD-157)

## DISCUSSION:

The purpose of this memorandum is to inform Children's Division (CD) staff the Child Care Payment Transition Notice Coversheet, CD-157, will be obsolete effective with the date of this memorandum. The CD-157 was used during the transition from the Legacy system to the FAMIS/FACES Interface to ensure payments from the Legacy system were made to providers during the transition period.

Recently, there have been situations when the CD-157 has been submitted to request outstanding past due payments for services which occurred prior to the transition. Child care providers must submit a Child Care Provider Payment Resolution Request, CD-147, for payment of past services. The CD-147 must be submitted, along with attendance sheets, within 60 days from the end of the month services were provided. Child Care Provider Relations Unit (CCPRU) staff must process this request within 30 days or less. Child care providers should follow normal processes to request corrective payments. Providers may contact their local CCPRU for resolving payment issues. CD staff should share this information with providers, as necessary.

**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**

Lisa Schroeder  
573-751-4031  
[AskFamisFacesChildCare@dss.mo.gov](mailto:AskFamisFacesChildCare@dss.mo.gov)

**PROGRAM MANAGER**

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

<p><b>CHILD CARE MANUAL REVISIONS</b> N/A</p>
<p><b>FORMS AND INSTRUCTIONS</b> N/A</p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">1215.035.00 Correction Payment</a></p>
<p><b>RELATED STATUTE</b> N/A</p>
<p><b>ADMINISTRATIVE RULE</b> N/A</p>
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A</p>
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A</p>
<p><b>PROTECTIVE FACTORS</b>  Parental Resilience N/A  Social Connections N/A  Knowledge of Parenting and Child Development N/A  Concrete Support in Times of Need N/A  Social and Emotional Competence of Children N/A</p>
<p><b>FACES REQUIREMENTS</b> N/A</p>