

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

SEPTEMBER 13, 2011

MEMORANDUM

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: FACES MONTHLY NEWSLETTER-AUGUST EDITION

DISCUSSION:

The purpose of the memorandum is to introduce the new FACES newsletter, [FACES Future, Fixes and Finds](#). This newsletter will be issued monthly and will contain such things as:

- Tips for FACES
- New postings to the FACES Information page
- Status on major system fixes
- News from the Change Control Board (CCB)
- Other FACES related news/information

This month's newsletter outlines helpful resource materials such as the *FACES Financial System Payment Handbook* and the *FACES Instructions for Resource Licensing and Resource Approval* that have recently been posted to FACES Information page. It also outlines the process for submitting a System's Change Request and discusses Children's Divisions commitment to incorporate these suggestions into the list of Division priorities for FY2012.

If you have any questions regarding the information in the FACES Newsletter, please contact the FACES Help Desk at 1-800-392-8725, option #3.

CS/LL

[attachment](#)