

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

11/16/2011

What's Inside:

FACES change to
Maintenance Level updates
for Subsidy Cases

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

SUBJECT: FACES CHANGE TO MAINTENANCE LEVEL UPDATES FOR
SUBSIDY CASES

DISCUSSION:

The purpose of this memorandum is to inform staff of a FACES change to allow staff to update the maintenance level for Adoption and Legal Guardianship subsidy. This update is made on the Placement Information Screen on the Alternative Care (AC) Client Information Screen/SS-61 in FACES. This FACES change will allow staff to update maintenance levels according to current policy in Section 4, Chapter 30 subsection 9 – Termination of the Subsidy and Section 4, Chapter 30 Attachment A – Subsidy Coverage Limitations and result in accurate payments being generated.

There are several reasons addressed in policy that may warrant the maintenance level to be adjusted in FACES. Some common situations are as follows:

1. A subsidy child runs away from the adoptive or guardianship placement;
2. A subsidy child returns to the biological parent home;
3. A subsidy child enters residential care or out of home care and the adoptive parent agrees to a reduction in or suspension of maintenance payments;
4. Return to contracted maintenance amount.

The above FACES change will be effective 11/17/2011.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Emily M. Montgomery (573) 522-8620 Emily.M.Montgomery@dss.mo.gov	PROGRAM MANAGER Amy Martin (573) 751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Child Welfare Manual Section 4; Chapter 30	
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 N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	