

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 28, 2011

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 ALLOW ENTRY OF 18+ SERVICES ON ASCS AND LGCS AGREEMENTS

What's Inside:

FACES change to allow entry of 18+ services on ASCS/LGCS agreements

DISCUSSION:

The purpose of this memorandum is to inform staff that a FACES change is being implemented to allow entry of 18+ services for Adoption Subsidy (ASCS) and Legal Guardianship Subsidy Agreements (LGCS) into FACES Resources Contract system.

This FACES change will occur on 12/29/2011. Any services being added to an ASCS or LGCS agreement for a youth past the age of 18 on or after 12/29/2011 will be entered in the FACES system by Contract Management. The manual process currently being utilized will no longer be necessary in these cases. Subsidies where services are being added or continued on ASCS/LGCS contracts past the 18th birth month will be received by Central Office, reviewed for accuracy and submitted to Contract Management for entry into FACES. FACES should automatically start reading the contracted services input in FACES and process the necessary payments automatically. Contracts containing previously approved services prior to the conversion will still require a payment request to be completed by the worker until the worker receives notification that the service has been entered into FACES.

Since the implementation of FACES Resources and Financials, there have been over 1000 18+ subsidies submitted that have services for youth past their 18th birth month which could not be entered into the FACES system. Contract Management will be working to enter these services into FACES as quickly as possible. Please do not contact Contract Management during this time of transition. Workers will be notified via e-mail once ASCS/LGCS agreements with 18+ services have been entered into the FACES system. Staff will need to check the Payment screens to ensure that there are not any overpayments and that payments are being processed correctly.

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

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

N/A

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