

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 30, 2012

What's Inside:

Revisions to the
Child Care Manual
for Payment of
Child Care
Benefits

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION AND
FAMILY SUPPORT DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: REVISIONS TO THE CHILD CARE MANUAL POLICY RELATED
TO PAYMENT OF CHILD CARE BENEFITS

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the child care manual on Payment of Child Care Benefits. The manual revisions included clarifying policy for staff and removal of obsolete language.

Children's Division and Family Support Division staff are instructed to refer to these sections when necessary to answer questions about child care payments. Staff should refer providers to contact their appropriate [Child Care Provider Relations Unit \(CCPRU\)](#) office with questions. Child Care Providers may contact Child Care Provider Relations via email at cd.askccpru@dss.mo.gov.

NECESSARY ACTION

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

PDS CONTACT Brenda LaBella 573-526-9587 Brenda.I.LaBella@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS 1225.000.00 PAYMENT OF CHILD CARE BENEFITS 1225.005.00 DIRECT PAYMENT TO THE PROVIDER 1225.005.05 CONTRACTED PROVIDERS 1225.005.10 REGISTERED PROVIDERS 1225.010.00 REIMBURSEMENT TO THE PARENT 1225.015.00 BEGIN DATE OF PAYMENTS 1225.020.00 ABSENCES AND HOLIDAYS 1225.025.00 PROVIDER STATUS IN RELATION TO PAYMENTS 1225.025.05 LICENSE EXEMPT PROVIDERS 1225.025.05.05 RELIGIOUS LICENSE-EXEMPT PROVIDERS 1225.025.10 LICENSED PROVIDERS 1225.030.00 CHILD CARE MAXIMUM PAYMENT RATES 1225.035.00 PAYMENT THROUGH INVOICING AND REIMBURSEMENT 1225.035.05 INVOICE PROCESS 1225.035.10 REIMBURSEMENT PROCESS - Obsolete 1225.035.15 ATTENDANCE RECORD 1225.040.00 SLIDING FEE FROM HOUSEHOLDS 1225.040.05 TEMPORARY ASSISTANCE AND LOWEST INCOME HOUSEHOLDS 1225.040.10 NON-PAYMENT OF SLIDING FEE 1225.045.00 CO-PAYMENTS TO THE PROVIDER	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Child Care Provider Relations Unit	
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 Parental Resilience - Yes 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

FACES REQUIREMENTS

N/A