

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 31, 2012

M E M O R A N D U M

What's Inside:

Revisions to
Processing Requests
for Services and
Individual Authorization
Process Child Care
manual sections.

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: REVISIONS OF THE CHILD CARE MANUAL POLICY RELATED
TO PROCESSING REQUESTS FOR SERVICES AND THE
INDIVIDUAL AUTHORIZATION PROCESS.

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the child care manual sections on *Processing Requests for Services*, and the *Individual Authorization Process*. Primarily, language has been updated to clarify current policy for staff and application procedures have been outlined. Also, new manual sections have been created to address Sleep Time and Travel Time as it relates to the Individual Authorization Process.

Children's Division and Family Support Division staff is instructed to review these sections when necessary to answer questions regarding processing requests for services and individual child authorizations.

NECESSARY ACTION

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

PDS CONTACT

Lora Brown
573-526-3467
Lora.K.Brown@dss.mo.gov

PROGRAM MANAGER

Alicia Jenkins
573-751-6793
Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS

[1205.000.05 CASE LOCATION POLICY](#)

[1220.000.00 PROCESSING REQUESTS FOR SERVICES](#)

[1220.005.00 DATE OF REQUEST](#)

[1220.010.00 APPLICATION PROCESSING](#)

[1220.010.05 REQUESTS FOR CHILD CARE ASSISTANCE](#)

[1220.010.10 SIGNING THE APPLICATION](#)

[1220.010.15 WHERE TO FILE AND TRANSFERRING APPLICATIONS](#)

[1220.010.20 INTERVIEW PROCEDURES](#)

[1220.010.25 VOLUNTARY WITHDRAWAL OF APPLICATION](#)

[1220.010.30 RE-APPLICATIONS](#)

[1220.010.35 APPROVING AN APPLICATION](#)

[1220.010.40 DENYING AN APPLICATION](#)

[1220.015.00 WAITING LISTS](#)

[1220.015.05 ADDING TO THE WAITING LIST](#)

[1220.015.10 REMOVING FROM WAITING LISTS](#)

[1220.025.00 INDIVIDUAL AUTHORIZATION PROCESS](#)

[1220.025.05 AUTHORIZATION LIMITS](#)

[1220.025.10 SLEEP TIME](#)

[1220.025.15 TRAVEL TIME](#)

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

Parental Resilience-Yes

Social Connections-No

Knowledge of Parenting and Child Development-No

Concrete Support in Times of Need-Yes

Social and Emotional Competence of Children-No

FACES REQUIREMENTS

N/A