

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside:
Change to the
FAMIS Child Care
Authorization
Screen

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: CHANGE TO THE FAMIS CHILD CARE AUTHORIZATION
SCREEN

DISCUSSION:

In effort to improve program accountability and documentation of how the quantity of units of care for a child is determined a system change has been made to the child care authorization (CCAUTH) screen. The Child Care Assistance Program has participated in several state audits and a federal improper payment review over the past several years. These reviews have identified several program vulnerabilities that we are working to address.

A consistent finding is missing and insufficient documentation (MID) in either the case file or in FAMIS. Often times, reviewers were unable to determine how the worker was able to derive the number and type of units that was needed for a child. Child care comments must reflect the following:

- Reason for the child care need i.e. parent working, school etc (A valid need for care);
- How many units/ hours of care are needed for child care;
- What type of care is needed (day, evening, weekend);
- How the number of units/ hours of care were determined during the authorization period, i.e. parents work schedule, school schedule, documentation from employer, etc.

Effective February 6, 2012, a comment is required on each child care authorization entered in FAMIS. System changes have been implemented that require staff to choose one child at a time for authorization. Once the child's authorization is entered, the

system will direct staff to the comment screen. Staff must enter a comment that explains how the number and type of units, as well as the time period authorized, were determined for each child.

Example of an **appropriate** comment:

Cl. works at XYZ Labs 7:30 am - 3:30 pm M - F v'd by schedule rec'd 01/17/12. Mary in school 8:30 am - 3:00 pm M - F. Transp to CC is 30 min 1 way. Child in care 7 am - 8:30 am & 3 pm - 4 pm = 2.5 hrs/day = PTD care, 5 days/wk = 22 PTD units. Added 3 FTD units for days when school is not in session. Auth'd for EU elig period of 01/17/12 - 12/31/2012 as no changes anticipated during that time.

Example of an **insufficient** comment:

Client is employed. Another example, would be placing a "." on the comment line.

While the system forces you to go to the comment screen, insufficient comments or lack thereof is not acceptable and does not accurately reflect the case work being conducted by field staff. It is imperative that staff strive to maintain case files and enter quality comments in FAMIS. In conclusion, we share the above information in an effort to improve our programmatic outcomes in future reviews. Supervisors are encouraged to discuss this information with the staff.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Lora Brown 573-526-3011 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE 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

Parental Resilience - N/A

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