

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 15, 2012

What's Inside:

How to use the
Full-Time Care
Exception
Question for PS
Child Care
Authorizations

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: CLARIFICATION OF HOW TO USE THE FULL-TIME
EXCEPTION QUESTION FOR PROTECTIVE SERVICES CHILD
CARE AUTHORIZATIONS IN THE FAMIS/FACES INTERFACE.

DISCUSSION:

The purpose of this memorandum is to remind staff of how to use the full-time exception question when authorizing protective services child care in the FAMIS/FACES Interface.

During the school year, school age children should not have a need for full-time units of care during the day. Child care for school age children is limited to half-time and/or part-time units of care from October 1 through April 30. When there is a need, staff should answer **yes** to the full-time exception question to have five (5) full-time units of care, per month, automatically added to the child care authorization. The additional units of authorization can be used to cover possible school absences, school holidays, snow days, teacher's meetings, or other days school may not be in session.

If there are more than five (5) days, where school is not in session from October 1 to April 30, the child care provider should utilize the Child Care Provider Payment Resolution Request (CD-147) to request a possible corrective payment for the additional units of care provided. The Child Care Provider Relations Unit (CCPRU) will still need to make a correction payment if school is not in session more than five (5) days in a month.

Important Note: The exception also allows CCPRU to pay additional full-time units of care, without contacting staff to verify eligibility.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Lisa Schroeder 573-751-4031 Lisa.M.Schroeder@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	
Enter A Child Care Authorization To A Licensed Provider	
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 -Yes Knowledge of Parenting and Child Development -Yes Concrete Support in Times of Need -Yes Social and Emotional Competence of Children -Yes	
FACES REQUIREMENTS	
N/A	