

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 15, 2012

What's Inside:

Revisions to Eligible Need for Child Care, Unearned Income and Income from Self-Employment sections of the Child Care manual.

M E M O R A N D U M

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 ELIGIBLE NEED FOR CHILD CARE, UNEARNED INCOME AND INCOME FROM SELF EMPLOYMENT.

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the child care manual sections on *Eligible Need for Child Care*, *Unearned Income*, and *Income From Self Employment*. Primarily, language has been updated due to changes in program names (such as JTPA to WIA) and to clarify current policy for staff.

Employment and Job Search Needs

Policy changes have been made to Employment and Job Search as a need for care. Effective with the receipt of this memorandum, in order for Employment to be a valid need for care, the individual must be employed and earning at least federal minimum wage times 20 hours per week, unless engaged in another eligible need component. **If the individual does not meet this criteria, employment is NOT a valid need for care.** If the household does not have another valid need for care, reject the child care application. If the household does have another valid need for care, add the total eligible participation hours. If the combined hours of participation in eligible need components are greater than or equal to 20, employment is a valid need for care. If the combined hours of participation are less than 20, employment is not a valid need for care and child care may not be authorized for the employment hours.

Job Search is only a valid need for care for **recipients** of Temporary Assistance (TA) benefits, not for applicants of TA benefits. Staff must verify this need through the Missouri Work Assistance (MWA) program and authorize child care only for the time period indicated by MWA.

GED/ AEL

The General Education Development (GED)/Adult Education and Literacy (AEL) program must be certified by the Department of Elementary and Secondary Education (DESE). A list of local GED/AEL program contacts can be found online at http://www.dese.mo.gov/divcareered/ael_mo_program.htm.

Until system changes are implemented, staff is to continue to use code ABE on the Child Care Needs (CCNEED – FMAC) screen for those individuals participating in a certified AEL program.

Online Classes

Due to the increase in online classes, new policy has been developed to address online educational courses as a need for child care.

Eligibility Specialists should review the child care need at the next contact with the family and adjust the child care case, as necessary, in order to comply with these policy changes.

Children's Division and Family Support Division staff is instructed to review these updated manual sections when necessary to answer questions regarding eligible need for child care and the treatment of unearned income and income from self employment.

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

[1210.005.10 ELIGIBLE CHILD](#)
[1210.020.00 ELIGIBLE NEED FOR CHILD CARE](#)
[1210.020.10 NON-TEMPORARY ASSISTANCE HOUSEHOLDS](#)
[1210.020.15 DEFINITIONS OF NEED COMPONENTS AND TIME LIMITS](#)
[1210.020.15.05 VERIFICATION OF NEED](#)
[1210.020.15.10 VERIFICATION OF EMPLOYMENT](#)
[1210.020.15.15 VERIFICATION OF EDUCATION OR TRAINING](#)
[1210.020.15.20 SATISFACTORY PROGRESS](#)
[1210.020.15.25 EXCEPTIONS TO SATISFACTORY PROGRESS](#)
[1210.020.15.30 VERIFICATION OF INCAPACITATION OF PAYEE](#)
[1210.020.15.35 DEFINITION OF A CHILD WITH SPECIAL NEEDS](#)
[1210.020.15.40 VERIFICATION OF A CHILD'S SPECIAL NEED](#)

[1210.025.05.10 CONVERTING INCOME](#)
[1210.025.05.15 UNEARNED INCOME](#)
[1210.025.05.20 IRREGULAR OR SPORADIC INCOME](#)
[1210.025.05.25 INCOME FROM SELF-EMPLOYMENT](#)
[1210.025.05.30 DEDUCTIONS FROM SELF-EMPLOYMENT INCOME](#)
[1210.025.05.35 MILITARY INCOME](#)
[1210.025.10 EXCLUSIONS FROM MONTHLY INCOME](#)
[1210.025.10.05 BENEFITS FROM ANOTHER AGENCY](#)
[1210.025.10.10 RESOURCE PAYMENTS](#)
[1210.025.10.15 MONETARY GIFTS AND SPECIAL INCOME CIRCUMSTANCES](#)

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