

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 2, 2012

What's Inside:
Revised Direct
Deposit Form

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: REVISED DIRECT DEPOSIT FORM FOR CHILDREN'S
DIVISION VENDORS

DISCUSSION:

The purpose of this memorandum is to inform staff of the revised Application for Vendor Direct Deposit form (CD-122). Effective May 1, 2012, staff should begin using the revised direct deposit form for Children's Division vendors. This form is designed for use by all Children's Division vendors, including Child Care providers, Resource Parents, and providers of ILP, ILA, CTS, and RT services. Vendors must either submit a voided check or an official letter from the bank stating the routing number and account number. Starter checks and counter checks will not be accepted in place of a check or letter from the vendor's financial institution.

Staff should encourage utilization of direct deposit and provide this form to all Children's Division vendors requesting payment by direct deposit. Effective July 1, 2012, all licensed child care providers are required to acquire and maintain an active direct deposit account for child care payments made by the Department. The CD-122 is available on the CD E-forms at <http://www.dss.mo.gov/cd/info/forms/index.htm>.

NECESSARY ACTION

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 Brenda LaBella 573-522-9095 Brenda.I.LaBella@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Application for Vendor Direct Deposit (CD-122)	
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 – N/A Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	