

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 13, 2012

M E M O R A N D U M

What's Inside:**CHILD CARE
AUTHORIZATIONS
AND CLOSING OF
FAMILY CENTERED
SERVICES CASES**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: CHILD CARE AUTHORIZATIONS AND CLOSING OF FAMILY
CENTERED SERVICES CASES

DISCUSSION:

The purpose of this memorandum is to discuss the closing of Protective Services child care authorizations in the FAMIS/FACES Interface.

When an Alternative Care case closes in FACES, the FAMIS/FACES Interface will automatically close the child care authorization. However, if a child's case has been changed to a Family Centered Services (FCS) case only, the FAMIS/FACES Interface does not close the child care authorizations when the FCS case closes. This is a programming issue and is in the process of being corrected.

Prior to closing an FCS case in FACES, workers will need to close the child care authorizations in the FAMIS/FACES Interface system. If all Protective Services cases in the FACES system are being closed simultaneously, the FAMIS/FACES Interface will close the child care authorizations. It is critical that workers close child care authorizations in a timely manner to ensure proper payment is made to the provider(s) and to maintain program integrity. If assistance is needed in closing a child care authorization, workers should refer to the FAMIS/FACES Child Care user guide "[Closing a Child Care Authorization](#)", email AskFamisFacesChildCare@dss.mo.gov, or call the FAMIS/FACES Helpdesk at 573-751-4031.

NECESSARY ACTION

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 Closing a Child Care Authorization	
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 (Link applicable factors and enter N/A if not applicable.) 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	