

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 18, 2012

M E M O R A N D U M

**What's Inside:**

Child Care Fraud  
Pamphlet and the  
Child Care  
Assistance Brochure  
(IM-4CC) Availability

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: CHILD CARE ASSISTANCE BROCHURE (IM 4-CC) AND  
THE CHILD CARE FRAUD PAMPHLET

DISCUSSION:

The purpose of this memorandum is to inform staff that the Child Care Assistance Brochure (IM-4CC) and the Child Care Fraud pamphlet are available and can be requested through the Department of Social Services Warehouse. Local offices may order the forms online by going through the Supply E-store at <http://dsswebapp/estore/login.asp>. There is an E-Store user guide available for new users when entering the site. Local offices are to make brochures available in the local offices and resource centers. The goal is to increase public understanding of the Child Care Assistance Program and awareness of the implications of fraud through the sharing of information.

**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](mailto:Brenda.I.LaBella@dss.mo.gov)

**PROGRAM MANAGER**

Alicia Jenkins  
573-751-6793  
[Alicia.Jenkins@dss.mo.gov](mailto:Alicia.Jenkins@dss.mo.gov)

<p><b>CHILD CARE MANUAL REVISIONS</b> N/A</p>
<p><b>FORMS AND INSTRUCTIONS</b> N/A</p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  <a href="#">Child Care Assistance Brochure (IM-4CC)</a>  <a href="#">Child Care Fraud pamphlet</a></p>
<p><b>RELATED STATUTE</b> N/A</p>
<p><b>ADMINISTRATIVE RULE</b> N/A</p>
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A</p>
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A</p>
<p><b>PROTECTIVE FACTORS</b>  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</p>
<p><b>FACES REQUIREMENTS</b> N/A</p>