

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 19, 2012

What's Inside:
Update to the
Comments Quick
Reference Chart

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: UPDATE TO THE COMMENTS QUICK REFERENCE CHART

DISCUSSION:

In effort to improve program accountability and documentation that supports eligibility determinations and case actions, the Comments Quick Reference Chart has been updated. This chart has been reviewed and updated for all Income Maintenance programs that are in FAMIS. This chart is intended as a guide for staff in determining the detail that is needed in order to adequately document common situations that occur in day to day field work.

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

Lora Brown
573-526-3011
Lora.K.Brown@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 <u>COMMENTS QUICK REFERENCE CHART</u>
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 - YES Social and Emotional Competence of Children - N/A
FACES REQUIREMENTS N/A