

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 26, 2013

M E M O R A N D U M

What's Inside:
Changes to
Satisfactory
Progress and
Exceptions in
Child Care
Policy

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: CHANGES TO SATISFACTORY PROGRESS AND
EXCEPTIONS TO SATISFACTORY PROGRESS

DISCUSSION:

The Child Care Assistance Manual has been changed as indicated below.

Section [1210.020.15.20 SATISFACTORY PROGRESS](#) has been changed to clarify the type of documentation considered to be acceptable verification of satisfactory progress in an eligible educational or training need component in order for a participant to continue receiving Child Care Assistance. The definition of "satisfactory progress" has not changed. However, from this date forward, in order to verify that a valid need for child care exists or continues to exist, hard copy documentation is the **required** method of verification of satisfactory progress.

Section [1210.020.15.25 EXCEPTIONS TO SATISFACTORY PROGRESS](#) has been changed to clarify and expand the type of documentation considered acceptable to document an exception to the satisfactory progress policy. The examples have been revised to more accurately reflect the type of comment that should be entered off the CCNEED screen in FAMIS when an exception to satisfactory progress exists. The policy regarding setting reminders to request future grade reports is also clarified. Hard copy documentation is now the **required** method of verification for granting an exception.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review revised Child Care Assistance Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Toni Sutherland 573-522-8150 Toni.Sutherland@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE ASSISTANCE MANUAL REVISIONS 1210.020.15.20 SATISFACTORY PROGRESS 1210.020.15.25 EXCEPTIONS TO SATISFACTORY PROGRESS	
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– 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	