

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 26, 2013

**What's Inside:  
Update to  
Deductions from  
Gross Income  
Policy**

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 DEDUCTIONS FROM GROSS INCOME

DISCUSSION:

The purpose of this memorandum is to inform staff that Section [1210.025.15](#) **DEDUCTIONS FROM GROSS INCOME** of the Child Care Assistance Manual has been updated. This update includes the addition of the individual MO HealthNet programs to the list of allowable deductions and clarification regarding the type of documentation required to verify monthly medical insurance premiums paid by Child Care Assistance applicants and/or recipients.

Staff responsible for determining eligibility for Child Care Assistance are reminded that deducting verified medical insurance premiums from an applicant's gross income is a required step in the eligibility process. Failure to do so may result in some families who need child care determined ineligible erroneously.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review revised Child Care 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](mailto:Toni.Sutherland@dss.mo.gov)

**PROGRAM MANAGER**

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

<b>CHILD CARE MANUAL REVISIONS</b> <a href="#"><u>1210.025.15 DEDUCTIONS FROM GROSS INCOME</u></a>
<b>FORMS AND INSTRUCTIONS</b> N/A
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<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 – Yes Social and Emotional Competence of Children – N/A
<b>FACES REQUIREMENTS</b> N/A