

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

**What's Inside:**

**Child Care for**  
**MWA**  
**participants**

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION  
ALYSON CAMPBELL, DIRECTOR  
FAMILY SUPPORT DIVISION

SUBJECT: CHILD CARE APPLICATIONS AND APPROVALS FOR  
MISSOURI WORK ASSISTANCE PARTICIPANTS

DISCUSSION:

The purpose of this memorandum is to remind staff that Temporary Assistance (TA) recipients that participate in the Missouri Work Assistance (MWA) are eligible to receive Child Care assistance.

A child care application should be taken at the same time the household applies for TA. The child care application should be processed as normal, determining eligibility within 15 days of the application date. For households mandatory to participate in the MWA program, enter TRN (training/evaluation) on the CCNEED (FMAC) screen in FAMIS. The begin date on CCNEED will be the date of application. Enter an end date on CCNEED 60 days in the future. Do not authorize children to a provider until verification of an appointment or participation in the MWA is received from MWA staff. For active child care cases who begin participation in the MWA program, update the CCNEED screen to TRN once verification of their participation has been received.

If verification is received that a mandatory participant for MWA fails to keep an appointment or fails to follow through with MWA policy, update the end date on CCNEED to the date participation ended or the date of the missed appointment. This will start the closing process on the child care case.

Once a participant has completed the MWA assessment process, the household's need for child care should be reassessed. If the household has a new need for child care, CCNEED should be updated to reflect the new need and the TRN need closed. Comments should be made on the CCNEED screen.

**NECESSARY ACTION**

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

**PDS/MAS II CONTACT**

Lisa M. Schroeder  
573-751-4031  
Lisa.M.Schroeder@dss.mo.gov

**PROGRAM MANAGER**

Marianne A. Dawson  
573-751-6793  
Marianne.A.Dawson@dss.mo.gov

**CHILD CARE ASSISTANCE PROGRAM MANUAL REVISIONS**  
[1210.020.05 TEMPORARY ASSISTANCE PARTICIPANTS](#)**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** (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