

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 16, 2015

M E M O R A N D U M

What's Inside:

Pilot Project:
Workforce
Development
Boards

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION
JULIE GIBSON, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: Pilot Project with Workforce Development Boards

DISCUSSION:

The Children's Division, Early Childhood and Prevention Services Section (ECPSS) and Missouri Workforce Development Boards (WDB) have implemented a pilot project to make Child Care Subsidy application services available in the community at WDB regional offices. The purpose of the project is to improve accuracy, timeliness, and overall Child Care Subsidy customer service, as well as provide WDB offices with training to provide support services to clients, in an effort to reduce barriers for clients seeking employment.

The project allows WDB offices to assist clients with completing the Child Care Subsidy application (IM-1CC), gathering all the necessary documentation for Family Support Division (FSD) to determine eligibility, and providing WDB offices the opportunity to submit the applications on behalf of their clients for expedited processing. Currently ten WDB offices have volunteered to participate in the pilot project. ECPSS staff is currently working to train WDB staff on the Child Care Subsidy program.

WDB offices participating in the pilot project are: Ozark Region Workforce Development Board, Saint Louis County Workforce Development Board, Northeast Missouri Workforce Development Board, Inc., St. Louis Agency on Training and Employment, Workforce Development Board Southeast Missouri, Workforce Development Board Southwest Missouri, South Central Workforce Development Board, Central Region Workforce Development Board, Inc. and Full Employment Council, Inc

The IM-1CC and all supporting documentation are scanned to FSD.MWATEAMKANSA@dss.mo.gov for processing. Applications submitted by WDB offices are handled as priority applications by FSD staff.

In order to track applications submitted by WDB offices, a code has been added to FAMIS on the REQUEST (FM0G) screen. When requesting an application that has been received from a WDB office, staff will use **WI – Work Force Investment Boards** in the “How Rcvd” field. The WI code will not require the FA100 to be printed before flowing forward into CONFLOWS in FAMIS. Staff will use documentation submitted by the WDB staff to begin processing the Child Care Subsidy application.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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/MAS II CONTACT Lisa Schroeder 573-751-4031 Lisa.M.Schroeder@dss.mo.gov	PROGRAM MANAGER Marianne Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov
CHILD CARE ASSISTANCE PROGRAM MANUAL REVISIONS N/A	
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.) N/A	
FACES REQUIREMENTS N/A	