

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 5, 2016

What's Inside:
Change in Job
Search as a
valid need for
Child Care

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
JULIE GIBSON, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: Change in Job Search as a Valid Need for Child Care Subsidy

DISCUSSION:

This memo is to inform staff of the addition of job search as a valid need for Child Care Subsidy. Participants who lose employment, or their school and/or training program has ended may continue to receive Child Care Subsidy for 90 days for the purpose of job search. The household does not have to be receiving Temporary Assistance to be eligible to receive Child Care Subsidy for job search.

When a participant reports they have lost employment, verify the date of the loss of employment. If school or a training program has ended verification is not required. Staff will need to end date the active need of employment, education, or training on the CCNEED (FMAC) screen in FAMIS, with the date employment was lost or the date school or the training program ended. Staff will enter a new need of job search (JOS) on CCNEED. The begin date for the job search will be the day following the end date of the previous valid need. Staff will enter an end date for the JOS need. The end date should be the last day of the month in which the 90th day falls.

Example: Jane Smith was employed by ABC Company and receiving Child Care Subsidy with a reason of EMP on the CCNEED screen. She reports on 02-02-16 that she lost her job on 01-30-16 and is searching for a new job. After verifying the date of the job loss, staff will end date the EMP need with a date of 01-30-16. Staff will enter a new need of JOS on CCNEED with a begin date of 01-31-16 and an end date of 04-30-15. The 90th day from the loss of employment would fall in the month of April, so the end date would be 04-30-15.

A child's authorization should remain at the same units of authorization during the job search period, as was authorized prior to the job search. Exception: if a child is authorized for evening units of care, the evening care should be closed and a new authorization entered for the same number of daytime units of care.

Example: Jane Smith was employed at ABC Company on the 2nd shift. Her child, Joe, was authorized for 23 half time evening units of care. Joe's authorization for evening units of care would need to be end dated and a new authorization entered for 23 half time day units of care would need to be entered.

If a participant does not report employment within the 90 days allowed for job search and a new need is not entered on the CCNEED screen the child care case will be closed. FAMIS will take action, the end of the month that the 90th day falls to start the closing process. FAMIS will create the AACL action on EULOG and send an Adverse Action Notice (FA510) to the head of household to close for no valid need. If the household reports a new valid need, after the Adverse Action has been sent, staff will void the AACL action on ACTRES, enter the new need on CCNEED and create a new eligibility determination in FAMIS.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Justin Logan 573-751-2037 Justin.C.Logan@dss.mo.gov	PROGRAM MANAGER Marianne Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov
CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS 1210.020.15 DEFINITIONS OF NEED COMPONENTS AND TIME LIMITS	
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