

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 4, 2016

M E M O R A N D U M

What's Inside:

**New Code Added
to Child Status
(FM3P/CHSTATUS)
Screen**

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: Changes to the Child Status (FM3P/CHSTATUS) Screen in
FAMIS

DISCUSSION:

When requesting a Child Care Subsidy application in FAMIS, any child that is under the age of 13 should be listed as an "IN" (In Need) on EU Member Role Screen (FM3Z/EUMEMROL). However, child care may not be needed for a particular child at the time of application, i.e. child is school aged and does not need before or after school care but needs care during the summer. When a case is approved, the child appears on Child Status (FM3P/CHSTATUS) with a Child Status of "H" (Hold) until they are authorized to a child care provider. After the child is authorized to a child care provider, the child's status updates to "A" (Authorized) on FM3P. Currently, in 30 days, if a child has not been authorized to a child care provider the status updates to "W" (On Waiting List) with the Wait List Reason of LP (Lack of Provider).

On June 12, 2016 a new Child Status code and a new Wait List Reason were added to the FM3P screen in FAMIS. The code "E" (Eligible) has been added to the Child Status field and CN (Care Not Needed) has been added to the Wait List Reason.

Effective with the date of this memo, if a child is listed as an "IN" on the EUMEMROL screen and approved for Child Care but care is not needed, staff need to update the child's status on FM3P to an E and the Wait List reason to CN.

To update the Child Status (FM3P/CHSTATUS) screen:

1. With the Supercase Number(SCN) and Eligibility Unit (EU) fields populated on FM3P, place a U on the command line;
2. Tab to the Child Status field;
3. Prompt (=F4) in the Child Status field;
4. Select E (Eligible) and press Enter to return to FM3P;

5. Tab Wait List field and Prompt (=F4;
6. Select CN (Care Not Needed) and press Enter to return to FM3P.

Once both fields are populated press enter. AA022_NI: Successfully UPDATED should appear at the bottom of the screen.

After a child's status is updated on FM3P, FAMIS will issue a FA150 CLAIMANT ACTION NOTICE, notifying the parent that the case has been approved, which children have been authorized (if any) and which children are eligible but care is not needed at the current time.

When a parent notifies staff that care is needed for a child that appears on FM3P as E/CN and provides the child care provider information, staff will verify the units of care needed and authorize the child by accessing the case in FAMIS, and either fast path to FM3P/CHSTATUS or by navigating through the FAMIS menu screens. Once on FM3P, select the child that is showing as E/CN and press F15 (Shift+F3) to the Child Care Authorization (FM3O/CCAUTH) screen, enter the DVN and the required information to complete the authorization. Once authorized, an FA150 will be issued to the parent regarding the authorization as well as an FA155 to the child care provider. If the child is never authorized to a child care provider, the child's status will remain E/CN on FM3P until the next recertification.

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 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	
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.)

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