

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 4, 2016

What's Inside:

Changes to
CCOIS

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: Changes to the Child Care Online Invoicing System

DISCUSSION:

The Child Care On-line Invoicing System (CCOIS) has been updated to show all children that are authorized to a child care facility. Child care providers will be able to see when a child is authorized to their facility, without waiting for the authorization letter to arrive in the mail.

A new tab titled "Current Authorizations" will display under Attendance Details or at the top of an open invoice. When a child is authorized to the child care facility, the child's name, DCN, begin and end dates of the authorization and the units of care authorized will be available for viewing immediately by the facility.

An email will be sent to the facility when a child has been authorized to the facility and when a child's authorization has been updated. The email will generate to the child care provider within 24 hours of the entry of the authorization.

NECESSARY ACTION

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 573-751-4031 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	