

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 8, 2016

M E M O R A N D U M

What's Inside:

**CD-206 added
to Auth Details
in
FAMIS/FACES
Interface**

TO: ALL REGIONAL AND COUNTY CD STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION

SUBJECT: CD206 Field added to Authorization Details in the FAMIS/FACES Interface

DISCUSSION:

On September 12, 2016 a new field will be added to Authorization Details screen in the FAMIS/FACES Interface. When completing an authorization to a registered child care provider, a new field will prompt the Children's Services Worker to verify the Child to Provider Relation form (CD206) has been completed and signed to verify relationship when the child and child care provider are related within the third degree. When entering a child care authorization and the relationship question is answered yes, identifying a child as related to the child care provider, the CD206 field will be a mandatory field with a "Y" for the answer. If the relationship question identifies a child as related and "N" is entered in the CD206 field an error message: **Authorization not Allowed until CD-206 has been signed** will display and the authorization will not be allowed.

The Child to Provider Relation form (CD-206) must be completed when it is indicated that the child(ren) and the Child Care Provider are related within the third degree. The CD-206 must be signed by the resource parent **and** the child care provider and kept with the official case record of the household. The resource parent and/or child care provider will be held accountable for completing the form correctly and will be required to provide verification of relationship (birth certificates, marriage licenses, etc.) upon request. Children related to the child care provider within the third degree are not considered when determining the number of children in care when a child care provider is not licensed with the Department of Health and Senior Services (DHSS), Section for Child Care Regulation (SCCR). Relationships within the third degree include siblings (if not residing in the same home), nephews (not great), nieces (not great), grandchildren and great grandchildren.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS/MAS II CONTACT

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573-751-2037
Justin.C.Logan@dss.mo.gov

PROGRAM MANAGER

Marianne Dawson
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CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS

(List or put N/A if not applicable.)

FORMS AND INSTRUCTIONS

(List or put N/A if not applicable.)

REFERENCE DOCUMENTS AND RESOURCES

[Child to Provider Relation CD-206](#)

RELATED STATUTE

(List or put N/A if not applicable.)

ADMINISTRATIVE RULE

(List or put N/A if not applicable.)

COUNCIL ON ACCREDITATION (COA) STANDARDS

(List or put N/A if not applicable.)

CHILD AND FAMILY SERVICES REVIEW (CFSR)

(List or put N/A if not applicable.)

PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.)

Parental Resilience
Social Connections
Knowledge of Parenting and Child Development
Concrete Support in Times of Need
Social and Emotional Competence of Children

FACES REQUIREMENTS

(List or put N/A if not applicable.)