

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 29, 2016

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION AND
FAMILY SUPPORT DIVISION STAFF

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

SUBJECT: HOMELESS AS A NEED FOR CHILD CARE SUBSIDY

DISCUSSION:

As of October 1, 2016, an eligibility unit may qualify for Child Care Subsidy when they are homeless. If the eligibility unit is homeless and participating in a community based program designed to assist individuals and families in eliminating the homeless situation, homeless may be used as a valid need for child care.

The Early Childhood and Prevention Services section has adopted the McKinney-Vento definition of homeless. Homeless is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence.

Eligibility units who claim homeless as a valid need for child care must be participating in activities that are designed to assist individuals and families in eliminating the homeless situation. Eligibility specialists must verify the eligibility unit participates in activities with the community based program. Verification may include, but is not limited to, hard copy or collateral contact verification or with a telephone call to the community organization to verify the participation.

The definition of a community organization is any organization serving the homeless that offers social services and other resources to families in need. These organizations might be, but are not limited to, homeless shelters with case managers or domestic violence shelters.

The Child Care Subsidy application (IM-1CC) has been updated with a question that asks if an eligibility unit is homeless. The web application (WB-147) also asks if an

eligibility unit is homeless. When an application states an eligibility unit is homeless, explore the option of using homeless as a child care need.

In FAMIS, the Child Care Need (FMAC/CCNEED) screen requires each parent in the eligibility unit to have the homeless (HML) code entered as the reason for need. If an Eligibility Specialist puts in client statement (CS) as the verification code, FAMIS pends for verification. Acceptable verification codes entered in the Child Care Need (FMAC/CCNEED) screen are hard copy (HC), collateral contact (CC), and telephone call (TC). If the eligibility unit consists of more than one parent, each parent must use the homeless (HML) code 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. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Justin Logan 573-751-2037 Justin.C.Logan@dss.mo.gov	MANAGER CONTACT Marianne Dawson 573-522-2294 Marianne.A.Dawson@dss.mo.gov
CHILD CARE SUBSIDY MANUAL REVISIONS 1210.020.015 Definition of Need Components and Time Limits	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	