

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 27, 2016

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY FAMILY SUPPORT DIVISION
STAFF

FROM: TIM DECKER, DIRECTOR
CHILDREN'S DIVISION
PATRICK LUEBBERING, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CHILD CARE SUBSIDY SIMPLIFIED REPORTING

DISCUSSION:

Effective December 1, 2016, the Child Care Subsidy program has implemented simplified reporting. The Family Assistance Management Information System (FAMIS) will disregard certain changes entered into the system.

Eligibility units are only required to report very few, very specific changes that may affect the Child Care Subsidy eligibility. When changes are reported during the Child Care Subsidy eligibility period for other Income Maintenance cases, the FAMIS will disregard the action for Child Care Subsidy if the change reduces the benefit, unless it is a change that requires a closing action. If the benefit will increase as a result of the change, the FAMIS will act on the change. At the end of the eligibility period, all reported changes will be considered in the new eligibility determination if the eligibility unit reapplies.

Following the initial application or reapplication, the changes an eligibility unit is required to report and an eligibility specialist may act on are:

- gross monthly income exceeds 85% of the state median income for the household size;
- child care need has ended without another need;
- no eligible child remains in the home;
- eligibility unit has not paid sliding fees to a child care provider; or

- eligibility unit has an active claim and has not entered into a repayment agreement or the eligibility unit is not making payments on an agreement plan.

CHANGES TO THE SYSTEM

The Early Childhood and Prevention Services Section (ECPSS) worked with the Information Technology Services Division (ITSD) to program FAMIS to disregard actions that do not warrant an action.

When an eligibility specialist enters a change into the FAMIS, the FAMIS will either disregard or take action on the reported change. The FAMIS will do this automatically. In some scenarios, income reported may be higher than the income limits listed on the Income Guidelines.

EXAMPLE: An eligibility unit is initially determined to have a one (\$1) dollar annual sliding fee. The eligibility unit reports an increase in income due to employment. The increase in income puts the eligibility unit at a five (\$5) dollar sliding fee per day, per fulltime unit of care, the FAMIS will show the action of PAAP in the EU Action Log (EULOG/FM40) screen for the two consecutive months, but the third month, FAMIS will show the action NOCH with the benefits reverting back to the original benefits at time of determination or the best available benefits provided to the eligibility unit during the eligibility period.

CHILD CARE SUBSIDY MANUAL ADDITIONS

Upon receiving this memo, review the new Simplified Reporting manual sections to understand the new policy.

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	
2030.000.00 SIMPLIFIED REPORTING	
2030.005.00 CHANGES NOT REQUIRED TO BE REPORTED BY ELIGIBILITY UNIT	
2030.010.00 CHANGES REPORTED TIMELY	
2030.010.05 Time Frame for Acting on Changes	
2030.015.00 CHANGE PROCESSING FOR APPLICANT ELIGIBILITY UNITS	
2030.020.00 INCREASING BENEFITS	

[2030.025.00 DECREASED ALLOTMENT OR CLOSING](#)
[2030.030.00 CHANGES TO INCOME](#)
[2030.035.00 ADDRESS CHANGES](#)
[2030.040.00 CHANGES CONSIDERED VERIFIED UPON RECEIPT FOR ELIGIBILITY UNIT](#)
[2030.045.00 VOLUNTARY CLOSING](#)
[2030.050.00 HEAD OF ELIGIBILITY UNIT LEAVES THE HOME/DIES](#)
[2030.055.00 ADDING OR REMOVING A CHILD](#)
[2030.060.00 ADDING OR REMOVING A PERSON](#)
[2030.065.00 CHANGE IN THE AGE OF A CHILD](#)
[2030.070.00 CHANGE IN THE SLIDING FEE](#)
[2030.075.00 CASE CLOSING AND CANCEL CLOSINGS](#)
[2030.080.00 RE-APPLICATIONS](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A