

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 24, 2017

**What's Inside:**  
**Add to the**  
**invalid need**  
**for Child Care**  
**Subsidy policy**

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  
PAT LUEBBERING, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: ADDITIONAL INVALID NEED FOR CHILD CARE SUBSIDY

DISCUSSION:

The purpose of this memo is to provide information regarding an additional invalid need for Child Care Subsidy in the policy manual.

The Early Childhood and Prevention Services Section has added that employees of licensed in-home child care providers that have their own children attend the licensed in-home facility, are not considered to have a valid need for Child Care Subsidy at the licensed in-home facility where the parent is employed.

Licensed in-home child care providers are required to designate an employee(s) to care for the children when the child care provider must leave the area of the children. Since the employee would be responsible to care for all the children; that may allow the parent to care for their own child during these situations.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review revised Child Care Subsidy sections as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

<b>PDS/MAS II CONTACT</b> Justin Logan 573-751-2037 <a href="mailto:Justin.C.Logan@dss.mo.gov">Justin.C.Logan@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Marianne Dawson 573-751-6793 <a href="mailto:Marianne.A.Dawson@dss.mo.gov">Marianne.A.Dawson@dss.mo.gov</a>
<b>CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS</b> <a href="#">2010.055.00 INVALID NEED FOR CHILD CARE SUBSIDY</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	