

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 24, 2017

What's Inside:
Child to
Provider
Relation
Clarification

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: CHILD TO PROVIDER (CD-206) FORM CLARIFICATION

DISCUSSION:

The purpose of this memo is to clarify the use of the Child to Provider Relation (CD-206) form. In Memorandum [CD15-14/OEC15-05 Child to Provider Relation Form](#) issued March 17, 2015, policy states as below:

The parent must complete the Child to Provider Relation form (CD-206) to verify relationship. The CD-206 must be signed by the parent and kept with the official case record of the household. The parent 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.

The Early Childhood and Prevention Services Section is issuing a policy clarification that it is not a requirement for the parent and the child care provider to complete the CD-2016 unless the parent and the provider will be coded as related for authorization purposes. If the parent and child care provider do not sign and return the CD-206, authorize the child to the provider as an unrelated child until the signed CD-206 is returned to the office. If the child care provider has less than four unrelated children authorized for care, this will not affect the authorization to the provider.

If the child care provider does not have more than four unrelated children authorized, there is no need to hold up the authorization when the parent and provider do not sign and return the CD-206.

If the parent states the child is related to the child care provider in the third degree, both the parent and the child care provider must sign the CD-206 as explained in Memorandum [CD16-15/OEC16-01 Child to Provider Relation](#).

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 573-751-2037 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 2020.005.00 AUTHORIZATIONS	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	