

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 24, 2017

**What's Inside:**  
**Child Care**  
**Case Review**  
**Policy Update**

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 CARE CASE REVIEW POLICY UPDATE FOR  
SUPERVISORS

DISCUSSION:

The purpose of this memo is to announce the updated policy for Child Care Processing Center supervisors completing Child Care Case Reviews.

Previously, all supervisors were required to complete three (3) case reviews each month. The new policy will require Child Care Processing Center supervisors to complete twenty (20) targeted Child Care Subsidy case reviews each month.

The Child Care Processing Center and Early Childhood and Prevention Services Section will determine specific topics in the targeted case reviews. The topics will change periodically based on policy error trends. The Early Childhood and Prevention Services Section will continue to conduct second level case reviews as outlined in [CD14-34/OEC-14-04 Case Review System ECPS Second Level Reviews](#).

All supervisors are still required to complete Child Care Subsidy case reviews on probationary staff.

**NECESSARY ACTION**

1. Review this memorandum with all 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="#">2035.000.00 CHILD CARE CASE REVIEWS</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	