

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 5, 2018

M E M O R A N D U M

**What's Inside:**  
**Manual update**  
**to 2030.010.00**

TO: ALL REGIONAL AND COUNTY FSD STAFF

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

SUBJECT: UPDATED 2030.010.00 CHANGE REPORTED TIMELY MANUAL SECTION

DISCUSSION:

Manual section [2030.010.00 CHANGE REPORTED TIMELY](#) language has been updated to be consistent with other sections of the Child Case Subsidy manual. The manual section previously stated a household has until the tenth day of the month following the change to report the change to the Family Support Division. The manual section now states the household has 10 days to report a change to the Family Support Division.

Language on FAMIS system generated forms has been updated to notify the household of the 10 day reporting requirement. Not all changes must be reported. The updates to manual section [2030.010.00 CHANGE REPORTED TIMELY](#) and FAMIS generated forms state the reporting timeframes are for required changes that must be reported.

**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:

**PDS/MAS II CONTACT**

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**PROGRAM MANAGER**

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**CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS**  
[2030.010.00 CHANGE REPORTED TIMELY](#)