

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 5, 2018

What's Inside:
Clarifying
language on
the Schedule
Verification

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 SUBSIDY SCHEDULE VERIFICATION

DISCUSSION:

The purpose of this memo is to provide clarifying language in the Child Care Subsidy manual about the verification of a work schedule.

Manual section [2020.000.00 AUTHORIZATION PROCESS](#) previously stated the authorization should be based on a verified schedule. Language in the manual section has been updated to clarify a verified schedule may be determined based on a reasonable determination of a parent's work schedule from the income verification.

When an eligibility specialist reviews income verification and the income verification provides specific information on time or day of shifts, the eligibility specialist should use that information to make a determination, when possible. If an eligibility specialist can determine a participant's work schedule based on the income verification, additional information is not required.

Example: Income verification shows the participant works 40 hours per week. The income verification shows a 3rd Shift Differential. The income verification is enough information to know the participant works an overnight shift and a work schedule is not required.

Example: Income verification shows the participant works 16 hours per week. The income verification shows a weekend rate of pay. The income verification is enough information to know the participant works both shifts during the weekend and a work schedule is not required.

If income verification states the participant works 40 hours per week and the participant states they work Monday – Friday, 8am to 5pm, the income verification is sufficient to determine the authorization. Staff can use the participant’s statement for daytime units only. If income verification states the participant works 40 hours per week and the participant states they work hours during evening or weekend when unit of care would be required, verification of a work schedule is required if no other information is available on the income verification to show otherwise.

Example: Income verification shows the participant works 40 hours per week. The participant states he or she works Monday – Friday during typical business hours. The participant is not requesting additional units of care for evening or weekend. An eligibility Specialist may take the participant’s statement and authorize up to 23 fulltime day units of care to the provider, depending on the child’s school schedule.

Example: Income verification shows the participant works 40 hours per week. The participant states he or she works Monday – Friday, overnight, but the Eligibility Specialist cannot make that determination from the income verification. A work schedule must be provided to authorize a child to a child care provider.

Example: Income verification shows the participant works 40 hours per week. The participant states he or she works Saturday – Wednesday, from 8am – 5pm, but the Eligibility Specialist cannot make that determination from the income verification. A work schedule must be provided to authorize a child to a child care provider.

Client statement is an acceptable form of verification to support day time units of care if the income verification is consistent with the client’s statement.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 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 2020.000.00 AUTHORIZATION PROCESS	

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A