

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 1, 2018

**What's Inside:**  
**Manual**  
**updates to**  
**2030.000.00**  
**and**  
**2030.025.00**

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY FSD STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR, CHILDREN'S DIVISION  
PAT LUEBBERING, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: UPDATED SIMPLIFIED REPORTING MANUAL SECTIONS

DISCUSSION:

Manual sections [2030.000.00 SIMPLIFIED REPORTING](#) and [2030.025.00 DECREASE ALLOTMENT OR CLOSING](#) language has been updated to be consistent with how Family Assistance Management Information System (FAMIS) determines eligibility. The manual sections previously stated an eligibility unit must report gross monthly income and the new manual section states an eligibility unit must report the adjusted gross income.

The FAMIS makes a final eligibility determination on the adjusted gross income that is reported to the Family Support Division. This language change keeps the policy and FAMIS determination consistent.

**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**

[2030.000.00 SIMPLIFIED REPORTING](#)  
[2030.025.00 DECREASE ALLOTMENT OR CLOSING](#)