

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 21, 2018

## M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR

SUBJECT: REVISIONS AND REMINDERS FOR CHILDREN RECEIVING  
OUTSIDE INCOME

DISCUSSION:

The purpose of this memorandum is to discuss procedures for children in foster care who receive outside income. This includes instructions and information regarding Social Security Benefits, KIDS Account information and Child Support Income. There have been policy revisions, in addition to, restructuring of positions/units specific to these topics. This memo is intended to provide further clarification and resources.

The Division of Finance and Administrative Services (DFAS), Child Welfare Unit, includes two Social Security Specialists who now facilitate all Social Security Administration applications for all youth in CD custody. Please direct any Social Security questions you may have to them; contact information can be found in [e-forms](#) and on the [Exit Packet](#) page on the CD intranet.

A child who is placed in Alternative Care and has an independent source of income (i.e., Social Security Income (SSI), Old Age Survivor Disability Income (OASDI), Veteran's Affairs benefits (VA), and/or Railroad benefits, [excludes the child's personal income, inheritance, or settlement income] etc.) have a KIDS account established. A KIDS account is a type of savings account for the youth. Only youth who receive benefits will have a KIDS account. If no income is being received for a youth, there will be no account. Expenses are paid towards the youth's care from their KIDS account. For youth receiving income from SSI, the maximum amount that a youth can have in the account and still qualify for this benefit is \$2000. Child support, however, is placed in a separate account. In the past, child support income was deposited into the KIDS account. As of August 2015, child support payments no longer display as income in the KIDS account history. Child support funds collected on behalf of youth under age 16 while in custody will be utilized for the cost of the child's care.

If a youth was in care as of May 5, 2017, and age 16 or over, an individual saving balance has been captured in the child support account. This money received from child

support income will be issued to the youth when the youth leaves care. All child support funds received after May 5, 2017 will be used for the cost of child's care. A Systems Change Request is pending to display transactions from the child support income and disbursement on a separate screen in FACES.

At age 16, a savings of up to \$999.00 of the money deposited into the KIDS Account will begin to accrue to assist youth when they leave care. Regardless of age, there may be a balance of funds in the KIDS account once the youth leaves care. When a youth leaves care, any back state debt that could have been paid for the previous five years from this account but was not, will be recouped to other funding sources. However, if a youth leaves care after age 16, the savings (up to \$999.00) will be released to the youth's guardian, adoptive parent, or released directly to emancipated minors. It is vital the [KIDS-2](#) form is completed to release these savings. Any remaining funds from social security benefits will be returned to the Social Security Administration.

As a reminder for youth leaving care who receive SSI benefits, a new representative payee application will have to be completed by whoever obtains physical custody of the youth. The "**Change of Custodian Payee Request Form**," [CD-270](#), is a helpful document to assist custodians of youth under age 18 with applying to be the representative payee for the youth's benefits.

For older youth about to turn age 18, a **Continuing Disability Review (CDR)** will be sent by the Social Security Administration approximately 3-6 months prior to the youth's 18<sup>th</sup> birthday. It is critical to complete this form accurately and timely, as this information will be used to determine whether the youth is capable of managing his/her own income. Staff may review the continuing benefits section of the [Social Security Benefits Handout](#) for further instructions. This handout can be found in e-forms and on the Exit Packet page of the CD intranet.

- If a favorable determination is made, then the youth may be his/her own payee for social security benefits. The "**Older Youth Change of Payee Request Form**," [CD-271](#), may be helpful to assist the youth with applying to be the representative payee for their benefits.
- The "**Change of Custodian Payee Request Form**," [CD-270](#), is for custodians of youth under age 18. If the determination is made that the youth is not capable of managing their own funds, then representative payee would be with whoever has physical custody. In addition, there may be some instances when a conservator is appointed to manage the youth's funds.

The "**Change of Custodian Payee Request Form**," [CD-270](#), is available in e-forms. The "**Older Youth Change of Payee Request Form**," [CD-271](#), is available in e-forms and on the Exit Packet page of the CD intranet.

**NECESSARY ACTION**

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

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**CHILD WELFARE MANUAL REVISIONS**

- Section 4 Chapter 7.3.7 [Administrative Activities](#)  
 Section 4 Chapter 10.11.4 [Preparing the Birth Parent\(s\)](#)  
 Section 4 Chapter 11.1.3 [Funding Source](#)  
 Section 4 Chapter 11.2 [Financial Contributions by Parents](#)  
 Section 4 Chapter 11.5 [Homeless, Dependent, and Neglected \(HDN\) Fund](#)  
 Section 4 Chapter 11.6 [Supplemental Security Income \(SSI\)](#)  
 Section 4 Chapter 11.12 [Terminating Cost of Care](#)  
 Section 4 Chapter 11 Attachment D [Children’s Income Disbursement System \(KIDS\)](#)  
 Section 4 Chapter 11 Attachment G [Supplemental Security Income \(SSI\) Referral](#)  
 Section 4 Chapter 11 Attachment H [Insurance Claims for Children in Children’s Division \(CD\) Custody](#)  
 Section 4 Chapter 21.7 [Exit Plan](#)  
 Section 4 Chapter 24.11 [Death of a Child in Out-of-Home Care](#)  
 Section 4 Chapter 30.3.1 [Negotiating a New Adoption Subsidy Agreement](#)  
 Section 4 Chapter 30.3.3 [Negotiating a New Subsidized Guardianship Agreement](#)

**Sections with Position Title Changes Only:**

- Section 4 Chapter 4.6 [Preparing the Child for Placement](#)  
 Section 4 Chapter 8.2 [Family/Child Moves from County](#)  
 Section 4 Chapter 11.1 [Referral Process](#)  
 Section 4 Chapter 11.4 [Alternative Care IV-E](#)  
 Section 4 Chapter 11 Attachment F [Children of Youth in Alternative Care, CYAC, Program](#)  
 Section 4 Chapter 24.4.5 [Missouri Medical/Dental Services Program \(MM/DSP\) \(Also](#)

[known as Title XIX or MO HealthNet](#)

Section 4 Chapter 24.8 [Pregnancy of Child in Out-of-Home Care](#)

Section 4 Chapter 30.4.1 [Eligibility Criteria for Adoption Subsidy](#)

Section 4 Chapter 30.4.2 [Eligibility Criteria for Subsidized Guardianship](#)

Section 4 Chapter 30 Attachment B [Interstate Medicaid Guidelines](#)

Section 4 Chapter 30 Attachment C [Other Agency Use of Adoption Subsidy](#)

Section 5 Chapter 4.8 [Change in Court Jurisdiction](#)

Section 7 Glossary [“E”](#)

Section 7 Glossary [“S”](#)

Section 8 Chapter 7.2.9 [Paternity Testing Contract](#)

**FORMS AND INSTRUCTIONS**

[CD-270](#), Change of Custodian Payee Request Form

[CD-271](#), Older Youth Change of Payee Request Form

[CD-272](#), Exit Packet and Personal Documentation Checklist

**REFERENCE DOCUMENTS AND RESOURCES**

[Regional Social Security Specialist Map](#)

[Social Security Benefits Handout](#)

**RELATED STATUTE**

N/A