



## **JOB ANNOUNCEMENT**

### **Program Eligibility Analyst (IV-E) Division of Finance & Administrative Services**

The Division of Finance & Administrative Services (DFAS) is seeking applications for the position of Program Eligibility Analyst (Title IV-E) based in the St. Louis County Children's Division office located in St. Louis, Mo. This position currently requires a 5 day work week, Monday through Friday from 8:00 to 5:00.

#### **DEFINITION**

The Program Eligibility Analyst's primary focus is to maximize federal funding for children in foster care. The primary source of this funding is from the Title IV-E Program.

This description may not include all of the duties, knowledge, skills or abilities associated with this classification.

#### **EXAMPLES OF WORK**

- Determine Title IV-E Eligibility and MOHealthNET funding sources for children in the custody of Children's Division and the Juvenile Courts by collecting information from Children's Division Workers, Contracted Case Managers and Juvenile Officers, as well as information reported in the FAMIS, MACSS systems, IMES and Social Security IIVE;
- Explore if child is eligible for additional income such as Supplemental Security Income and/or OASDI benefits, as well as, make referral to Child Support Enforcement;
- Monitor the child's KIDS account and/or Dedicated KIDS accounts to ensure adequate eligibility limits for both SSI and Title IV-E;
- Data entry; (It will be necessary to learn the Eligibility function in the FACES system and to be able to navigate through the other functions in FACES such as Case Management, Financial Management and Resource Management);
- Perform Quality Assurance activities to assure the agency is maximizing federal funding;
- Train Children's Division Workers and Juvenile Court staff in a group setting on data entry procedures and required information to determine Title IV-E eligibility for the children in care and custody of CD (this will include travel to other counties in the region);
- Manage a caseload of approximately 450-550 children;
- Filing and occasional lifting of boxes weighing 30-40lbs; and
- Occasional overnight travel to training and meetings.

#### **EXPERIENCE AND EDUCATION**

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

One or more years of experience as an Executive I or Accounting Generalist I with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency.

OR

Two or more years of experience as a Family Support Eligibility Specialist and/or Child Support Specialist with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency

OR

A Bachelor's degree from an accredited college or university; and,

One or more years of professional experience in a public or private agency in: financial, criminal or administrative investigations (e.g., public assistance, fraud, or insurance); fiscal or budgetary controls; or accounting.

(Experience in financial, criminal or administrative investigations (e.g., public assistance, fraud, or insurance), fiscal or budgetary controls, or accounting may substitute on a year-for-year basis for deficiencies in the required college education.)

(24 earned graduate credit hours from an accredited college or university in Family and Child Development, Criminal Justice, Human Services, Psychology, Sociology, Counseling, Education, Accounting, Public or Business Administration, or closely related fields may substitute for the required experience.)

**Salary Range:** \$1,368.67 to \$1,415.67 Semi-Monthly

**TO APPLY:** Please send your resume along with a completed DSS Employment Application <http://dssweb/dpl/adman/POLICIES/MO886-1315.pdf> to Brenda Becker via e-mail at [brenda.s.becker@dss.mo.gov](mailto:brenda.s.becker@dss.mo.gov). If you have not already applied for this job classification through the merit system process, interested applicants must complete an on-line application at <https://www.ease.mo.gov/ease/logon.jsp> by the deadline noted below.

**RECRUITMENT AREA:** Qualified applicants from within the Department of Social Services.

**APPLICATION DEADLINE:** Deadline for applications is January 9, 2019. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**