

## DEPARTMENT OF SOCIAL SERVICES

## DIVISION OF FAMILY SERVICES

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 25, 2004

MEMORANDUM

TO: ALL CHILDREN'S DIVISION STAFF

FROM: FREDERIC SIMMENS, DIRECTOR

SUBJECT: CHANGES TO SERVICE ELIGIBILITY AND  
AUTHORIZATION (SEAS) SYSTEM

The purpose of the memorandum is to inform all staff that effective March 1, 2004, all Day Care (DC) and Children's Treatment Services (CTS) authorizations through the Service Eligibility and Authorization (SEAS) system can now be backdated 45 days, rather than the current seven days. When backdating an authorization, staff should be sure that the current eligibility dates cover the time period of the authorization. SEAS invoices are always printed on the 18<sup>th</sup> and the last day of each month and mailed 3-5 working days after the print date.

Staff should only use providers who are contracted with the Department of Social Services and can be authorized through the SEAS system. To verify that a provider has a contract, staff can access the screen ZCVR with the provider vendor number. The only exceptions to this policy would be the use of registered daycare providers since they cannot be authorized through SEAS. The arrangements for using registered daycare providers must always be cleared through supervisory channels before services are provided. All other exceptions should go through normal supervisory channels.

Due to this change, no CS-65's will be accepted for payment for services that can be backdated and authorized through the SEAS system. Any CS-65 that meets these criteria will be sent back to the county office with instructions to open an authorization. Only payments for services prior to the 45 days will be accepted via a CS-65.

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