DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

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**WHAT'S INSIDE:**

- FPAR Becomes Obsolete

- FAMIS Replaces FPAR

- Accessing FAMIS

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MEMORANDUM

TO:             REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, ALL
                CHILDREN'S  DIVISION STAFF AND CHILDREN'S DIVISION
                SUPPORT STAFF

FROM:           FREDERIC M. SIMMENS, DIRECTOR

SUBJECT:        FPAR INFORMATION REPLACEMENT AND SEARCHABILITY
                THROUGH FAMIS SYSTEM

REFERENCE:      CHILDREN'S DIVISION

DISCUSSION:

### *FPAR Becomes Obsolete:*

The purpose of this memorandum is to inform staff FAMIS will be replacing the FPAR information with a searchability feature.  Children's Division staff have been able to access the FPAR screen to obtain food stamp information regarding a family.  This screen has been beneficial to Children's Division staff as it provides information regarding members of a household.  This information is particularly helpful when trying to locate families due to child abuse/neglect investigation or family assessments.  However, the information contained in the FPAR data screen is old information that is no longer updated and will no longer be available in the near future.  Most of the information has not been updated for a year or more.

### *FAMIS Replaces FPAR:*

FPAR should *not* be used by staff when looking for current information.  Information obtained from FAMIS Food Stamp file may include:

- Household members (whether they receive assistance or not,)

- Demographic information of household members (DCNs, DOBs, etc.,)

- Relationships to person receiving Food Stamps,

- Address information (including past addresses and possibly directions,)

- Phone numbers (home, work, etc.)

### *Accessing FAMIS:*

There are two methods of searching for people in FAMIS.  Staff can either search by DCN, or if there is not enough identifying information such as DOB, a search may be done by using a complete address.  In order to access this information staff will need to complete a **DDP-137 Security Access Request form.**

### FAMIS Food Stamp Search:

***Workers must be signed onto FAPC to access FAMIS information.***  Type user id and password just as would be done to sign onto MAPC/PROD then press CTRL key.

### Searching by DCN

1.      Type **FMPX** to enter FAMIS system on **FAMISMNU** screen (FAMIS menu).

2.      On command line, type either **FAMISPAR** or **FM0D** and press CTRL key.

3.      If there is any information showing from previous search, use F10 to clear information.

4.      Tab to DCN line and enter 2 zeros (00) followed by the DCN and press CTRL key.  This will bring up assistance cases.  Place an "s" in the blank on the left side of the case desired.  The Food Stamps case starts with "FS".  "CC" indicates a child care case.  More than one case record may be shown.  Press the "Home" key on the keyboard, the curser will move to the top of the screen on the blank line.

5.      On the command line, type either **SCEUPAR** or **FM0B** and press CTRL key.  F18 can also be used holding down the shift key and F6 keys at the same time.  This gives *current address* information.

6.      On the command line, type either **SCMBR** or **FM0E** and press CTRL key.  This screen gives *Supercase Member information.*   This is the household makeup and includes persons in the home that are not included on this case.

7.      On the above mentioned screen, if a DCN is not known, staff can start their search here by typing an address on the address lines, putting "**ra**" on line by Living Arrangement and the household members with DCNs and DOB will be shown.

8.      On the command line, type either **RELINFO** or **FM0F** and press CTRL key.  This screen identifies the relationship of each person to the person who has the case in their name.

9.      On the command line, type either **PRSNDTL** or **FM0I** and press CTRL key.  This screen gives personal detailed information such as phone numbers, including home, work, etc.

10.     On the command line, type **FM0A** and press CTRL key.  This screen gives previous addresses and possible directions for the household.

11.     The screens all have command keys at the bottom to move forward and backward if more information is available.  The **F3** key may also be used from most screens to return to the **FMPX** or **Main Menu** screen.  Sometimes it will need to be pressed more than once.

Staff may wish to have more than one session open in order to toggle between PROD screens and FAPC to continually access Food Stamp information.  Information obtained from FAMIS screen is current information and can be invaluable in locating families.

NECESSARY ACTION:

1.      This memorandum should be shared with all Children's Division staff and Children's Division support staff.

2.      Staff will need to complete DDP-137 form and submit through normal supervisory channels to obtain access to FAMIS screens.

3.      Questions regarding this memorandum should be submitted through normal supervisory channels.

FMS/CG/cb