DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MO

April 6, 2005

<u>MEMORANDUM</u>

TO: ALL REGIONAL AND COUNTY FSD/CD OFFICES

FROM: FREDERIC M. SIMMENS, DIRECTOR
                 CHILDREN'S DIVISION
                 DENISE CROSS, DIRECTOR
                 FAMILY SUPPORT DIVISION

SUBJECT: FAMIS SCREEN CHANGE, FM5P/CCATTEND

DISCUSSION:

Effective March 29, 2005, a change is made to the FM5P/CCATTEND screen in FAMIS.

Providers accessing the Child Care Online Invoicing System are not paid when there are corresponding rates missing in the contract registration system for an authorized child. The provider will notice this missing payment when the child does not show on their remittance advice sent out with their check. To get paid for the child, the provider will need to complete a new contract. In their new contract, they will need to include the rates that were previously excluded. An IRS W-9 will also need to be submitted with the contract. Once the contract has been fixed, county staff will need to issue a corrective payment for any missed payments.

FM5P/CCATTEND has been updated to help staff identify when a provider is not paid due to missing rates. When there are missing rates for a particular child, the "Pay Stat" code NOR will now display on FM5P/CCATTEND.

```
FM5P Command _____ User ID: ENOCBQK  Term ID: 9K97
CCATTEND              Child Care Attendance - Direct Pay          04-07-2005
                                                                  09:29:57
Invoice Number W20050960112855 + Benefit Month 02012005 DFS 09601  Status PTL
DVN 001812104  CHILD QUEST DAYCARE AND LEARNING CENTER          Disp N
Reg Auth to Pay 642.88    Corr Auth to Pay        Total Auth to Pay 642.88
                      NEW PAY STATUS CODE          |----------Totals--------|
                Pay      Auth   |----Actuals----|  Auth     Act     Payment
COM    Child    Stat   FT HT PT  FT HT PT HOL ABS Amount    Amount  Amount
 _     0049474381  NOR Day 10     __ __ __ __ __
       HANNAH GALLAGHE E/W                         SPND N    ACRD N
 _     0055025813  APD Day 10     03 __ __ __ 03   191.30    114.78  114.78
       NOAH GALLAGHER  E/W                         SPND Y    ACRD N
 _     0056530332  APD Day 23     13 __ __ __ 05   351.90    275.40  275.40
       ETHAN IVINSON   E/W                         SPND N    ACRD N
 _     0056652384  APD Day 22     14 __ __ __ 05   336.60    290.70  252.70
       SAMUEL WILLIA V E/W        __ __ __ __ __   SPND N    ACRD N
                     Day
                     E/W                           SPND      ACRD
                     Day
                     E/W                           SPND      ACRD
  F1=HELP F3=EXIT F4=PROMPT F6=ATTENDTL F13=CHILDPAY F14=HOLIDAY F16=CORRECT
  F17=ENHANCE F24=NEXTSEL
AA019_NI: Successfully DISPLAYED
```

By entering an "s" on the COM line next to the child labeled NOR and selecting F6=ATTENDTL staff can see the attendance the provider entered on the online invoice. The entered attendance assists staff in calculating the corrective payment.

```
FM6R Command _____ User ID: ENOCBQK  Term ID: 9K97
                    Child Care Attendance Detail                 04-07-2005
                                                                  09:35:54
 DVN 001812104  CHILD QUEST DAYCARE AND LEARNING CENTER
 DCN 0049474381  HANNAH C GALLAGHER
 EU  CC0054540292CHC001 KELLIE E HARRIS
 Benefit Month 022005  Submit Date 03042005

                                            Absent All Month N
                                            Child Left Provider N

        1  2  3  4  5  6  7  8  9 10 11 12 13 14 15
   DAY  F     F  F  *  *  F  F  F  F  F  *  *  F  X
   E/W  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *
                                                    |---Totals---|
       16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31   FT HT PT AB HL
   DAY  X  X  X  *  *  X  F  F  F  F  *  *  X  *  *  *    13       06
   E/W  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *


  F1=HELP  F21=RETURN
```

NECESSARY ACTION:

- Review with all appropriate staff.

FMS/DC/LD