

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MO

February 24, 2006

MEMORANDUM

TO: ALL REGIONAL AND COUNTY FSD/CD OFFICES

FROM: PAULA NEESE, INTERM DIRECTOR
CHILDREN'S DIVISION
JANEL R. LUCK, INTERIM DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CENTRALIZING CHILD CARE PROVIDER REGISTRATION AND
PAYMENT PROCESSES AND THE ESTABLISHMENT OF THE PROVIDER
RELATIONS REGISTRATION AND PAYMENT UNIT

DISCUSSION:

The purpose of this memorandum is to inform Children's Division and Family Support Division staff of a change in which child care provider registration and payment processes are handled and to introduce the Provider Relations, Registration and Payment Unit.

Effective April 1, 2006, the Provider Relations Registration and Payment Unit (PRRP) will be responsible for processing child care provider registrations and payments as part of Children's Division Central Office. This includes such provider activities as: processing re-registrations; processing payment invoices; processing corrective payments; determining eligibility for rate enhancements; acting as agency witness in child care provider hearings; processing direct deposit requests, and resolving payment disputes.

Please note that county Children's Division and Family Support Division staff will continue to determine eligibility for child care assistance and authorize children to child care providers.

BACKGROUND:

In the spring of 2005, representatives from Family Support Division field staff and Children's Division Central Office staff convened as part of a child care work group with the task of identifying areas of the Child Care program that could be transferred from the field. The purpose of the group was to develop recommendations that would alleviate some of the activities

currently handled by FSD field staff. The recommendation from the group was to centralize child care provider registration and payment processes.

IMPLEMENTATION:

During the month of March, PRRP staff will be hired and trained. The PRRP unit will be located in Jefferson City and will consist of two Senior Office Support Assistants, five Executive I's, and one Executive II.

Rollout, which involves transitioning registration and payment activities from the field to the PRRP, will be completed in three phases. Phase one begins April 1 with the following counties:

Northwest

Atchison
Holt
Nodaway
Andrew
Worth
Gentry
DeKalb
Clinton
Harrison
Daviess
Caldwell
Mercer
Grundy
Livingston
Carroll
Putnam
Sullivan
Linn
Chariton
Saline
Howard
Pettis
Cooper

Southwest

Bates
Henry
Benton
Morgan
Moniteau
Vernon
St. Clair
Hickory
Camden
Miller
Barton
Cedar
Polk
Dallas
Laclede
Lawrence
Webster
Wright
McDonald
Barry
Stone
Taney
Douglas
Ozark

Phase 2 will begin on May 1 with the following counties:

Northeast

Schuyler
Scotland
Clark
Adair
Knox
Lewis
Macon
Shelby
Marion
Randolph
Monroe

Southeast

Maries
Pulaski
Phelps
Crawford
Washington
St. Francois
Ste. Genevieve
Texas
Dent
Iron
Madison

Ralls
Audrain
Pike
Warren
Callaway
Montgomery
Lincoln
Cole
Osage
Gasconade

Bollinger
Perry
Cape Girardeau
Shannon
Reynolds
Wayne
Howell
Oregon
Ripley
Carter
Butler
Stoddard
Scott
Mississippi
New Madrid
Pemiscot
Dunklin

Once the PRRP Unit is established and the pilot counties are fully implemented, the process to integrate the Metro and Sub-Metro Counties as Phase Three of the roll out process will begin. Those counties include: St. Louis City, St. Louis County, St. Charles, Franklin, Jefferson, Jackson, Buchanan, Platte, Clay, Ray, Lafayette, Cass, Johnson, Boone, Greene, Jasper, Christian and Newton. Staff from these counties, who work directly with child care registrations and invoices, will be included in any policy and/or process decision making; work groups or quarterly staff meetings held in relation to the PRRP during the initial rollout.

Subsequent details on the specific rollout process and notification to providers will be shared with staff as they occur. Any questions regarding this information should be forwarded to the Early Childhood and Prevention Services Unit at 573-522-1385.

NECESSARY ACTION:

- Review memorandum with all appropriate staff.

PN/JRL/JAK