

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MO

February 24, 2006

MEMORANDUM

TO: ALL REGIONAL AND COUNTY FSD and CD OFFICES

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

SUBJECT: CONTRACT COMPLIANCE REVIEW TEAM

DISCUSSION:

The purpose of this memorandum is to alert staff to the Contract Compliance Review (CCR) team that has been implemented by the Division of Budget and Finance. This group's purpose is to complete basic compliance reviews with DSS vendors. They are beginning their reviews with child care providers. Child care providers will be selected for review by a random sample.

The Division of Budget and Finance sent letters to all child care providers informing them of the reviews and the possibility of a review team site visit at their location. A copy of this letter is attached. The letter states that child care providers will be notified prior to a review team site visit. The letter explains that the team will be reviewing copies of the records they are required to keep. A listing of the records that will be reviewed will be given to the provider prior to the site visit.

If providers have concerns that they are not in compliance, they are asked to write to the Division of Budget and Finance, Attn: Contract Compliance, PO Box 1082, Jefferson City, MO 65102-1082 or to email [contractcompliance@dss.mo.gov](mailto:contractcompliance@dss.mo.gov). If you are contacted by a provider regarding these site visit reviews, refer providers to that mailing address or

email address. Staff should continue to answer general questions relating to provider registration and contract requirements.

Any questions regarding the CCR team should be forwarded through normal supervisory channels.

NECESSARY ACTION

- Review memorandum with all appropriate staff.
- Continue to assist child care providers with general informational questions.
- Refer providers with site visit review questions to stated addresses.

PN/JRL/LD

[Attachment](#)