

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MO

April 4, 2006

MEMORANDUM

TO: ALL REGIONAL AND COUNTY FSD/CD OFFICES

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

SUBJECT: IMPLEMENTATION OF THE PROVIDER RESPONSE, REGISTRATION,
AND PAYMENT UNIT IN CENTRAL OFFICE

DISCUSSION:

This memorandum is an update of the Provider Relations, Registration, and Payment (PRRP) Unit progress, which was introduced in [Memorandum OEC-02/CD06-18](#) (02/24/2006).

This memorandum describes the implementation of Phase 1, the status of FAMIS changes necessary for the transition, and the role of Children's Division Child Care.

The system changes necessary for the transition of provider eligibility from FSD local office functions to Central Office functions are in process and expected to be in FAMIS by April 10, 2006. Provider re-registration forms, FA-350, 351, and 352, provider notices, FA-587, and provider invoices, FA-581 will reflect the return address as:

Children's Division/ECPSS
P.O. Box 88
Jefferson City, MO 65103-0088

Each provider case load will be distributed by the child care provider's home county. All child care providers in a county will have a specific contact person in the PRRP Unit. Worker names and their assigned counties will be shared with field staff during April under a separate memorandum.

FSD CHILD CARE PROVIDER PROCESSES:

Beginning April 3, 2006, FSD staff in the Phase I counties will refer certain provider processes to the Central Office PRRP Unit when the provider's county location in the FAMIS Resource Directory is one of the following Phase I counties. This includes all in state and out of state providers with a Resource Directory county location in one of the Phase I counties of:

Andrew	Cooper	Howard	Pettis
Atchison	Dade	Laclede	Polk
Barry	Dallas	Lawrence	Putnam
Barton	Daviess	Linn	Saline
Bates	DeKalb	Livingston	St Clair
Benton	Douglas	McDonald	Stone
Caldwell	Gentry	Mercer	Sullivan
Camden	Grundy	Miller	Taney
Carroll	Harrison	Moniteau	Vernon
Cedar	Henry	Morgan	Webster
Chariton	Hickory	Nodaway	Worth
Clinton	Holt	Ozark	Wright

Refer the following child care processes to the PRRP Unit beginning April 3, 2006:

- Requests for a registration packet for a new caregiver from child care applicants/recipients parents or the prospective caregiver, and,
- Completed registration forms from prospective caregivers when the background screening process has not been initiated.

A new caregiver is a person who has never been a registered provider or those providers whose registration has lapsed; therefore, requiring the provider to undergo the fingerprint process.

Direct referrals to:

Children's Division/ECPSS
Attn: PRRP Unit
P.O. Box 88
Jefferson City, MO 65102-0088

Referrals may also be directed by contacting the PRRP Unit at 573-522-1385. A generic E-mail address will be established for the PRRP unit in the near future that field staff and providers may also use for referral purposes. The E-mail address will be shared with staff in a separate memorandum in April.

Local FSD staff will continue to:

- Process provider registration renewals where the background screening process is initiated or the renewal forms contain your county's return address,

- Validate and pay child care provider billing invoices where the return address is the local FSD office, and,
- Keep existing child care provider records at the local offices.

Invoicing processes in the pilot counties will be assumed by the PRRP Unit by May 1. Staff will be informed, via memorandum, when to begin forwarding invoicing issues to the PRRP unit.

One of the PRRP Unit's primary functions is customer service. It is imperative that the transition and ongoing communication between the local offices and the PRRP Unit be as seamless as possible to families and providers.

Because FSD eligibility workers retain the responsibility for family eligibility and child authorization, the PRRP Unit will be in contact with local staff to resolve certain issues. These issues are, but not limited to:

- A child is no longer attending care,
- A Provider's request for payment is in excess of the child's authorization, or,
- A request is made for a provider registration packet when no family child care application exists in FAMIS.

CHILDREN'S DIVISION CHILD CARE ELIGIBILITY AND PAYMENTS

Children's Division staff is instructed to continue authorizing children to a valid child care provider in SEAS when a child/family is determined eligible for services. Refer to [CD05-64](#) for detailed information about which type of child care providers are considered valid to receive payment from the Department of Social Services.

In situations when child care must be paid via a CS-65, continue the current process of completing the CS-65, routing it through appropriate supervisory channels, and submitting it to the CSIPS (Children's Services Integrated Payment System) Payment Unit to the attention of Felicia Kliethermes.

All Children's Division Child Care CS-65's will be reviewed to verify provider eligibility. Payments will not be issued until the provider is considered to be legal and compliant with Missouri Department of Social Services requirements.

NECESSARY ACTION:

- Review with all appropriate staff.
- On April 3, 2006, Phase 1 counties are to begin referring parents and providers to PRRP for new registration packets and sending new registrations that you received to PRRP.
- Local FSD offices will continue to process family eligibility, child authorizations, invoices and registration renewal forms containing your office's return address.
- Continue authorizing Children's Division children to valid child care providers in SEAS.

- Continue to prepare and submit CS-65's for child care payment for the care of Children's Division children via the instructions in this memorandum.

PN/JRL/DLE