DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 14, 2008

M E M O R A N D U M

	What's Inside:
	New child care policy for TA applicants subject to Immediate Engagement

TO:　　　　　ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT:　　CHILD CARE POLICY RELATING TO IMMEDIATE
　　　　　　　　ENGAGEMENT FOR TEMPORARY ASSISTANCE
　　　　　　　　APPLICANTS

REFERENCE:　CHILDREN'S DIVISION
　　　　　　　　FAMILY SUPPORT DIVISION

DISCUSSION

Memorandum IM-121, dated December 31, 2007, implements the Immediate Engagement policy requiring certain Temporary Assistance (TA) applicants to participate in work activities as a condition of eligibility. Those TA applicants who are subject to this policy will be required to complete an assessment and an Individual Employment Plan (IEP) with a Career Assistance Program (CAP) agency prior to the TA application being approved.

Some TA applicants will need child care assistance in order to comply with this policy. Discuss the family's child care needs with TA applicants who are determined mandatory for Immediate Engagement. For two parent households, both parents must be determined mandatory to participate in Immediate Engagement in order for this child care policy to apply.

<u>FSD Responsibility</u>

If the applying parent(s) requires child care in order to comply with the Immediate Engagement policy, enter a child care application at the same time as the Temporary Assistance application. If no other child care need exists, enter TRN (Training\Evaluation) on the CCNEED (FMAC) screen. Enter the date of application as the start date of the need. Enter a date 30 days in the future as the end date of the need. Enter the verification code CS (Client Statement) unless other verification is available at the time of application. This need should be reviewed and updated within 30 days or when new information is received from the parent or CAP agency.

Manual section 1210.020.05 TEMPORARY ASSISTANCE PARTICIPANTS has been updated to reflect this new policy.

<u>Child's Authorization</u>

Do not authorize children to a provider until verification is received from the CAP agency that an appointment has been scheduled with the applicant or that the applicant is participating in work activities. Authorize the number and type of units based on the verification received and the family's needs. Authorize children for the same time period entered on CCNEED.

REMINDER: Children may not be authorized to an ineligible provider. Staff are reminded to insure the provider of choice has met all provider eligibility requirements and is either registered or contracted to accept child care subsidy.

Refer parents who have not already made arrangements for child care to the Missouri Child Care Resource and Referral Network (MOCCRRN) for assistance in locating a provider who is eligible to receive subsidy reimbursement. A list of MOCCRRN agencies is available online at http://www.moccrrn.org/.

<u>TA Disposition</u>

If the TA application is approved, obtain verification of the parent's continued participation in CAP activities or other need, such as employment, and update the child care need and the child's authorization accordingly. Follow the child care need component time limits policy as outlined in the child care manual section 1210.020.15 DEFINITIONS OF NEED COMPONENTS AND TIME LIMITS**.**

If the TA application is rejected and no other valid child care need exists, close the child care case by end dating the CCNEED and completing an eligibility determination (EDRES).

NECESSARY ACTION:

1. Review this memorandum with all Family Support Division and Children's Division staff.
2. All questions should be cleared through normal supervisory channels and

directed to:

PDS CONTACT:
Lora Brown
573-526-9587
Lora.K.Brown@dss.mo.gov

PROGRAM MANAGER:
Becky Houf
573-522-1385
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CHILD WELFARE MANUAL **REVISIONS:**
Child Care Manual section 1210.020.05 TEMPORARY ASSISTANCE PARTICIPANTS

FORMS AND INSTRUCTIONS:
N/A

REFERENCE DOCUMENTS and RESOURCES:
FSD Memorandum IM 121

RELATED STATUTE:
N/A

ADMINISTRATIVE RULE:
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:
N/A

PROGRAM IMPROVEMENT PLAN (PIP):
N/A

SACWIS REQUIREMENTS:
N/A