

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 10, 2009

M E M O R A N D U M

<u>What's Inside:</u> Child Care Contract Responsibility Changes

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: PAULA NEESE, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CENTRAL OFFICE CHILD CARE PROVIDER RELATIONS UNIT
ASSUMES CHILD CARE CONTRACT RESPONSIBILITIES

DISCUSSION:

The purpose of this memorandum is to inform Children's Division (CD) and Family Support Division (FSD) staff of new responsibilities of the Child Care Provider Relations Unit (CCPRU) in Central Office, which serves child care providers in 103 counties.

Presently, local staff assumes the child care contract responsibility for licensed child care providers. These duties include:

- Providing licensed child care providers with a child care contract;
- Reviewing submitted child care contracts for completion;
- Reviewing MOSHAIC and supporting documentation;
- Returning incomplete contracts to the child care provider;
- Forwarding completed contracts and required documentation to the Contract Management Unit (CMU) in Jefferson City;
- Facilitating contract renewals each fiscal year; and
- Providing customer relations to contracted child care providers.

Effective September 14, 2009, CCPRU will assume child care contract responsibilities currently handled by the local office. A map of the Child Care Provider Relations Unit county coverage is identified in the attachment ["CHILD CARE PROVIDER RELATIONS UNIT MAP."](#) **The CD/FSD Contract Management Unit continues to be responsible for approving and entering child care provider contracts.**

Note: This list does not include Cass, Franklin, Jefferson, Johnson, Lafayette, Ray, St. Charles, St. Louis City, and St. Louis County. These counties continue to be served by the local child care provider relations staff. Clay, Jackson, and Platte counties are served by LINC in Kansas City.

Local staff are instructed to forward child care contracts received in the local office to the CCPRU as soon as possible and encourage providers to contact their CCPRU worker for any questions or for information regarding becoming a contracted provider with the Department of Social Services. Staff are to share the below contact information with providers.

Children's Division/Early Childhood and Prevention Services Section
 Child Care Provider Relations Unit
 P.O. Box 88
 Jefferson City, MO 65103-0088
 Phone 1: (573) 522-1385
 Phone 2: (573)526-3011
 Fax: (573) 526-9587
CD.AskCCPRU@dss.mo.gov

Also, for providers with access to the internet, field staff may refer them to <http://www.dss.mo.gov/cd/info/forms/index.htm> to print off a copy the child care contract (CM-5) for submission to CCPRU.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Joyce Koerner (573)526-9587 Joyce.A.Koerner@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Child Care Contract (CM-5) , CM-5 Contract Checklist	
REFERENCE DOCUMENTS AND RESOURCES Child Care Provider Relations Map	

RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.) Parental Resilience - N/A Social Connections - N/A Knowledge of Parenting and Child Development- N/A Concrete Support in Times of Need - Yes Social and Emotional Competence of Children - N/A
FACES REQUIREMENTS N/A