

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 17, 2009

M E M O R A N D U M

What's Inside:

Introduce
Citizenship Policy
and revisions to
the Social Security
Policy.

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION
AND FAMILY SUPPORT DIVISION STAFF

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

SUBJECT: CHILD CARE POLICY CLARIFICATION OF CITIZENSHIP
AND SOCIAL SECURITY NUMBER REQUIREMENTS

DISCUSSION:

The purpose of this memorandum is to inform staff of changes to the Social Security Number (SSN) policy and introduce the Citizenship policy as they relate to Child Care benefits. The Child Care Policy Manual Section [1210.015.00 Social Security Number](#) is revised and a new section, [1210.005.15 Citizenship](#) has been created.

SOCIAL SECURITY NUMBER

Previous policy required parents of children needing child care to supply a valid social security number or agree to apply for a social security number.

Effective with the date of this memorandum, a social security number is NOT required as a condition of eligibility for child care. Staff should continue to request a social security number and the client may voluntarily provide it. However, staff must inform the client that disclosure of a social security number is strictly voluntary and will not affect their eligibility for child care assistance. Child care assistance can not be denied or placed in pending status because of an individual's failure or refusal to disclose his/her SSN or the SSN for any household member, including children for whom benefits are requested.

FSD STAFF RESPONSIBILITIES:

APPLYING CHILD CARE HOUSEHOLDS

System modifications have not yet been made in FAMIS to accommodate the revised policy changes of removing the social security requirement for child care assistance applicants. Statements have been added to the Interview Summary (FA102) and the Child Care Reapplication/Review Form (FA502) explaining a social security number is not required as a condition of eligibility for Child Care Assistance and that such disclosure is strictly voluntary and will not affect the applicant's eligibility. Staff will still need to complete the social security screen (SSNUMBER) in order to process child care applications.

Note: System modifications have not yet been made in FAMIS to support this policy change. Continue to process applications for Child Care Assistance using the current FAMIS processes. Staff must review the eligibility determination for all child care actions where social security number(s) are not provided. In the event FAMIS denies a Child Care Assistance application or places an application in pending status due to failure to disclose a social security number of an applicant or household member, staff should contact the FAMIS Helpdesk at 1-800-MOFAMIS. The helpdesk will assist in getting the application through the control flow.

**THIS IS A CHANGE IN POLICY FOR THE CHILD CARE PROGRAM ONLY.
POLICY HAS NOT CHANGED FOR ANY OTHER PROGRAM AREAS.**

CITIZENSHIP

Previous policy did not include specific information regarding citizenship as it relates to child care benefits. Section [1210.005.15 Citizenship](#) has been added to the Child Care Manual.

Child care benefits may only be granted to a citizen or qualified alien. Citizenship must be verified at the time of application for all children for whom benefits are requested. Acceptable forms of verification are:

- U.S. Passport,
- Certificate of Naturalization, (N-550 or N-570),
- Certificate of Citizenship (N-560 or N-561),
- Birth Certificate or IBTH documentation (if born in Missouri),
- Certification of Birth (DS-1350),
- Consular Report of Birth (FS-240),
- Certificate of birth Abroad (FS-545),
- U.S. Citizen ID Card (I-197 or I-179),

- American Indian Card (I-872),
- NMI card (I-873),
- Final adoption decree,
- Official Military Record of Service,
- Hospital record on hospital letterhead (for children under 5 years old only),
- Life or health insurance record showing a U.S. place of birth created at least five years prior to application for benefits,
- U.S. State Vital Statistics official notification of birth registration,
- Statement signed by a physician or midwife present at the time of birth,
- Institutional admission papers showing a U.S. place of birth created at least five years prior to application for benefits,
- Medical (clinic, doctor, or hospital) records created at least five years prior to application for benefits.

Any individual who is born in the United States is considered a U.S. citizen. This includes children whose parents are not U.S. citizens, such as undocumented alien parents, parents with student visas, or parents with lawful temporary residence status.

Note: Citizenship is not a requirement for household members for whom benefits are not requested or child care providers.

APPLYING CHILD CARE HOUSEHOLDS

System changes have not yet been made to accommodate this change in policy. Until these system changes are implemented, staff must manually verify the citizenship status for all children for whom child care benefits are requested. Staff should utilize verification methods available (such as IBTH) before requesting verification of citizenship from the applicant. If verification is not readily available, staff must request verification in writing and allow 10 days for the applicant to provide verification. See the FAMIS User Guide **EDITING AND ADDING TEXT TO THE FA325**. If the applicant does not provide verification of citizenship by the application due date, staff must authorize a worker initiated rejection. See the FAMIS User Guide **WORKER INITIATED REJECTION**. Record a comment on the Child Care EUMEMROL (FM3Z) screen regarding the citizenship status and documentation used to verify this status for each child for whom benefits are requested.

ACTIVE CHILD CARE HOUSEHOLDS

Review citizenship for all children receiving child care benefits at the next contact with the household. Record a comment on the Child Care EUMEMROL (FM3Z) screen regarding the citizenship status and documentation used to verify this status for each child receiving child care benefits. If all children receiving child care benefits in the household are determined ineligible based on this policy, close the child care eligibility unit. See the FAMIS User Guide **WORKER**

INITIATED CLOSING. If one or more children receiving child care benefits in the household are determined ineligible, but at least one child in the household remains eligible, remove the ineligible child(ren). See the FAMIS User Guide **REMOVING A SUPERCASE OR ELIGIBILITY UNIT MEMBER.**

Note: System modifications have not yet been made in FAMIS to support this policy change. Until these system changes are implemented, staff must manually determine if each child receiving benefits meets the citizenship requirements for eligibility for Child Care Assistance.

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A follow up memorandum will be distributed when system changes in FAMIS are complete.

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| 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 Care Policy Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: | |
| PDS CONTACT Brenda LaBella 573-751-2037 Brenda.L.Labela@dss.mo.gov | PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov |
| CHILD CARE MANUAL REVISIONS 1210.015.00 SOCIAL SECURITY NUMBER 1210.005.15 CITIZENSHIP | |
| FORMS AND INSTRUCTIONS N/A | |
| REFERENCE DOCUMENTS AND RESOURCES N/A | |
| 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 - Yes

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