

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 8, 2010

MEMORANDUM

What's Inside:

Policy clarification:
Mandatory members
of a family unit and
ineligible child
providers.

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: CLARIFICATION OF FAMILY UNIT MEMBERS AND INELIGIBLE
CHILD CARE PROVIDERS

DISCUSSION:

The purpose of this memo is to notify staff that the Child Care Manual, Section 1210.005.00 – Family Unit and Section 1215.030.00 – Ineligible Child Care Providers has been revised.

Family Unit

The definition of parent, for Child Care Assistance purposes, is a parent by blood, marriage, or adoption. A legal guardian or other person standing in loco parentis also meets the definition. Because adoptive and resource parents meet the definition of parent for Child Care purposes, they are mandatory members of the child care family unit.

A Non-Parent Caretaker Relative must also be included as mandatory members of the family unit, if no biological parent, adoptive parent, or legal guardian resides in the household.

Ineligible Child Care Providers

Adoptive parent and resource providers cannot provide child care for their own children or children placed in their care because they meet the definition of parent for child care purposes. This provision also applies when an adoptive or resource parent is the owner of a child care facility.

For situations where a parent is employed at a facility where their child attends, the facility's enrollment must be such that the parent is not providing direct care to their own child. Only then can child care be authorized. If staff is unable to determine if a parent is

providing direct care to his/her child based on the facility's enrollment, staff should request an interpretation of policy.

Additionally, a sibling, half sibling or foster sibling, regardless of their age, is ineligible to provide child care to an eligible child if the sibling resides at the same address as the eligible child.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: Joyce Koerner 573-526-9857 Joyce.A.Koerner@dss.mo.gov	PROGRAM MANAGER: Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE MANUAL REVISIONS: 1210.005.00 Family Unit 1215.030.00 Ineligible Child Care Providers	
FORMS AND INSTRUCTIONS: N/A	
REFERENCE DOCUMENTS and RESOURCES: NA	
RELATED STATUTE: NA	
ADMINISTRATIVE RULE: NA	
COUNCIL ON ACCREDITATION (COA) STANDARDS: NA	
CHILD AND FAMILY SERVICES REVIEW (CFSR): NA	
PROTECTIVE FACTORS: 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: NA	