

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 8, 2010

M E M O R A N D U M

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: REVISED AND NEW CHILD CARE SUBSIDY FORMS

**What's Inside:**  
Revised Child  
Care Subsidy  
Forms and the  
New Request for  
Information Form

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the Child Attendance Record by Family Unit (CS-109) and the Child Care Provider Payment Resolution Request (CD-147) forms and to introduce the Child Care Provider Request for Information (CD-148) form for the Child Care Subsidy program.

**Child Attendance Record by Family Unit (CS-109)**

The following changes have been made to the CS-109 form:

- "Parent Social Security Number" are removed;
- Sections for "Parent or Designee DCN", "Child #1 DCN", and "Child #2 DCN" are added and;
- The "Provider NOTE" is revised to reinforce the requirement that all providers must maintain adequate and accurate time sheets and make them available for review upon request;
- Instructions for completing the CS-109 are also added to provide clearer instruction for form completion.

**Child Care Provider Payment Resolution (CD-147)**

The following changes have been made to the (CD-147) form:

- A drop down menu is added to allow a child care provider to choose the Child Care Provider Relations Unit responsible for processing their invoice.

- Instructions for completing the Child Care Provider Payment Resolution Request are added and are attached to the form.

Note: Child care providers are to mail the (CD-147), along with applicable attendance records for each child listed on the form, to the address selected in the drop down menu. Forms received from a another child care provider outside of Central Office unit will be returned to the child care provider’s appropriate Child Care Provider Relations Unit for processing.

**Child Care Provider Request for Information (CD-148)**

The Child Care Provider Request for Information form is to be used by Child Care Provider Relations staff to request child care provider information. Staff should only use this form with child care providers and only for the Child Care Subsidy program.

These forms are available on the intranet or internet at <http://www.dss.mo.gov/cd/info/forms/index.htm>. Staff is instructed to begin using these forms and sharing them with child care providers upon receipt of this memorandum.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division and Family Support Division staff.</li> <li>2. Beginning using revised forms immediately.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Joyce Koerner 573-526-9587 <a href="mailto:Joyce.A.Koerner@dss.mo.gov">Joyce.A.Koerner@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Alicia Jenkins 573-751-6793 <a href="mailto:Alicia.Jenkins@dss.mo.gov">Alicia.Jenkins@dss.mo.gov</a>
<b>CHILD CARE MANUAL REVISIONS</b>	
NA	
<b>FORMS AND INSTRUCTIONS</b>	
<a href="#">Child Care Provider Request Form Information</a> <a href="#">Child Care Attendance Record By Family Unit and Instructions</a> <a href="#">Child Care Provider Payment Resolution Request and Instructions</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
N/A	
<b>RELATED STATUTE</b>	
N/A	
<b>ADMINISTRATIVE RULE</b>	
N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
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