DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 19, 2010

M E M O R A N D U M

What's Inside:
FY11 Child Care Contract Changes

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: FISCAL YEAR 2011 CHILD CARE CONTRACTS TO BE USED
                  FOR LICENSED PROVIDERS

REFERENCE: CHILDREN'S DIVISION AND FAMILY SUPPORT DIVISION

The Child Care contracts for licensed centers, group homes and family homes doing business with the Department of Social Services (DSS) have been revised for the July 1, 2010 through June 30, 2011 contract period. All providers are being mailed a new child care contract dated January 2010. They are required to complete a new contract to continue child care services with the State of Missouri. All new contracts are required to be in State Office by May 6, 2010 for proper updates to be completed prior to June 30, 2010.

The revised child care contract (CM-5) form, contract checklist, direct deposit and child care rate charts are available electronically through the internet. The child care rate charts are accessible by the internet at https://dssapp.dss.mo.gov/ccrate/. The contract form is available at this website: http://www.dss.mo.gov/cd/info/forms/index.htm.

Field staff is instructed to forward completed contract and attachments to the Contract Management Unit. Field staff is to begin using the new forms immediately for all new providers. All contracts received in your office after the date of this memorandum need to be on the new contract form (contract has a revision date of 01/10). Any contracts received in the Contract Management Unit (CMU) that are on the old forms will be returned to the provider.

CHILD CARE CONTRACT CHANGES

The contract includes new language that clearly states that a valid license with the Department of Health and Senior Services Section for Child Care Regulation is required in order to have a valid contract with DSS. Also, contract language has been added

regarding rate enhancements for special needs children, accreditation and disproportionate share.

REMINDER ABOUT CHILD CARE CONTRACT

In order for child care contracts to be processed, the following must be forwarded to the Contract Management Unit:

- A completed contract:
    - Has all provider/facility information completed;
    - Is signed by the provider or facility agent;
    - Has all the appropriate boxes for services the provider will accept and for which they are licensed checked;
    - Has every page every page of the contract signed and dated;
    - Has a copy of Taxpayer ID verification attached; and
    - Is returned with all attachments, to P.O. Box 2320, Jefferson City, MO 65103.

CMU staff will return contracts that have missing or incomplete information to the provider. Questions regarding the contracts should be forwarded to Mary Holterman at Mary.F.Holterman@dss.mo.gov or via telephone at 573-526-5533.

NECESSARY ACTION	
1. Review immediately with all appropriate staff. 2. Utilize the revised CM-5 contract dated 01/10. 3. Family Support and Children's Division staff may direct any questions regarding this process through appropriate channels to CMU.	
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
FORMS AND INSTRUCTIONS Child Care Contract/Amendment for Purchase of Center, Family, Or Group Home Child Care Services (CM-5) Child Care Contract/Amendment for Purchase of Center, Family, Or Group Home Child Care Services Contract Checklist (CM-5 Contract Checklist)	
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 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	