DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 2, 2010

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD STAFF

FROM: PAULA NEESE, DIRECTOR
                 CHILDREN'S DIVISION

SUBJECT: FAMIS/FACES CHILD CARE AUTHORIZATION FOR CHILD
                 WELFARE CHILDREN

DISCUSSION:

The purpose of this memorandum is to instruct staff on the authorization component of the FAMIS/FACES Child Care Interface. Recently, staff received memoranda introducing the FAMIS/FACES Child Care Interface (CD 10-75 dated 6/7/10) and the transition process (CD 10-83 dated 7/13/10).

Effective August 1, 2010, all child care will be handled in FAMIS. CD staff will access the FAMIS/FACES Interface for child care through a link from the Service Authorization area in FACES. While the FAMIS/FACES Interface area looks and acts like FACES, staff is actually working in FAMIS. Currently, CD staff has access to inquire in FAMIS. While CD staff will be able to see all pertinent information in the FAMIS/FACES Interface system, except for authorization letters, CD staff can inquire in FAMIS, as well. If staff does not have access to FAMIS inquiry screens, supervisors should submit a FAMIS User Request (FA-701), Request For Access to FAMIS Information (FA-702), Request For Access to FAMIS Information (FA-703), Confidentiality Agreement (FA-700), and the DSS Confidentiality and Information Security Agreement through their local security officer. Copies of these forms are attached to this memorandum.

CD STAFF RESPONSIBILITY

When a family is receiving Children's Division services, or a child taken into Children's Division custody, the Children's Service Worker shall determine if child care is required. Although Protective Services is an eligible child care category, a need for child care must be established in order for care to be authorized. Acceptable child care needs include:

- Adoption or Legal Guardianship Agreement

- Resource Parent Employment
- Resource Parent in School
- Special Needs of Child
- Team Recommendation

The child's case record must contain documentation to support the child care need. If office protocol requires/allows office support staff to enter child care authorizations, the Children Service Worker will complete a CHILD CARE AUTHORIZATION Form (CD-150) to forward the necessary information for authorization. Office support staff shall follow local office procedure for meeting timeframes.

Ensure the resource family understands child care for child welfare children must be provided by a licensed/contracted child care provider whenever possible. Assist the resource family with their search for licensed/contracted child care. This assistance should include, at a minimum, contact information for the local Missouri Child Care Resource and Referral Agency. This information can be located online at **http://www.moccrrn.org/** .

INITIATING AN AUTHORIZATION

All child care invoices will be entered for payment by the local Child Care Provider Relations Unit (CCPRU) for care provided from July 1, 2010, forward.
Children Service Workers are required to enter authorizations in the FAMIS/FACES Interface System for all protective service children receiving child care assistance after the new system comes up on August 1, 2010.

Invoices for licensed/contracted child care providers are generated through the Legacy (SEAS) System will generate an invoice for July child care. Because an invoice will already be generated for the month of July for these providers, Children Service Workers will enter a start date of August 1, 2010 in the FAMIS/FACES Interface System for authorizations to licensed/contracted providers.

Authorizations to license exempt providers and payments made as reimbursements to resource parents are currently paid on a CS-65. Because these authorizations will not have invoices generated for the month of July, Children Service Workers will enter a start date of July 1, 2010 in the FAMIS/FACES Interface System for license exempt and reimbursements to resource parents to allow an invoice to be generated for July services. **Payment cannot be made for July, 2010, service month until an authorization is entered into the Interface area and approved by a supervisor.**

Note: A listing will be provide to CD staff specifying children authorized in SEAS for child care services and children who had a child care payment made in CSIPS on their behalf as of July 30,2010.

DETERMINING CHILD CARE UNITS

Staff is to determine the number of child care units to authorize based on the verified employment, job training or other activity schedule; travel time to and from employment, job training or other activity; and the number of hours per day and days per week

participating in the employment, job training or other activity based on the needs of the child.   Workers can use the attached Child Care Units of Care Calculation Sheet to assist in determining the units of child care needed.

SELECTION OF PAYMENT TYPE

Authorize child care services as direct payments to the child care provider. In limited situations, reimbursements maybe authorized to the parent/resource parent. Justification for a worker's request for reimbursement to a parent/resource parent of a protective service child is to be detailed in the General Comment Section on FAMIS/FACES Interface Child Care Authorization Screen.   Supervisors must review the need for reimbursement to the parent/resource parent on a case by case basis, determine the validity, and approve or deny the request.

FUNCTIONAL AGE

When a worker is entering an authorization for a child who functions at an age younger than their biological age, the child will be authorized for care at the functional age. The Children Service Worker shall ensure that the case record contains documentation verifying the child's functional age (i.e. physician's statement, medical records, IEP). The FAMIS/FACES System will recognize the child functions at a younger age and issue payments at the rate allowed for a child in the younger age group.

CHILD CARE WAIVERS

Effective August 1, 2010, child care waiver requests will no longer be submitted to the Early Childhood and Prevention Services Section for approval. While licensed/contracted care must be utilized when available, extenuating circumstances may make licensed/contracted care unattainable due to the lack of availability, accessibility or appropriateness of care.   When licensed/contracted care cannot be located by the Children's Service Worker or the resource parent, the worker may request a waiver in the FAMIS/FACES Interface System to utilize a registered child care provider.   The Children Service Worker may enter the waiver request directly into the FAMIS/FACES interface system or complete a WAIVER REQUEST FORM (CD -151) to forward the information to office support staff for entry into the FAMIS/FACES Interface system. The provider's basic registration information must be entered into the system by the appropriate child care provider relations staff prior to staff entering a waiver.   The Interface System will not allow a waiver if the child care provider has not been registered. An authorization to a registered provider cannot be entered into the Interface system without an approved waiver.

NOTE: Convenience and/or personal preference do not justify a waiver from using licensed/contracted child care.

RELATIONSHIP OF THE CHILD CARE PROVIDER TO THE CHILD

A registered family home child care provider is allowed to care for Four Or Less (FOL) children who are not related to them within the third degree, without being licensed by the Department of Health and Senior Services (DHSS) Section for Child Care Regulation. Staff will need to consider the number of children a provider is caring for,

and the type of provider they are registered as, when completing an authorization to a family home provider (FOL). If the FOL provider or resource family claims the children are related to the FOL provider within the third degree, staff will need to verify the relationship type, and document how the relationship was verified in the General Comment Section on FAMIS/FACES Interface Child Care Authorization Screen. (Acceptable forms of verification of relationship include birth certificates, school records, immunization records, family bible).   Verification of relationship is not required for other license exempt statuses, such as religious affiliated (RIC) or school based (SCH) programs. For relationship verification, refer to Memorandum CD07-42/OEC07-06.

AUTHORIZATION ADJUSTMENTS

Children Service Workers shall add, change, and renew child care authorizations as the child's circumstances warrant using the FAMIS/FACES Interface System. Authorizations for child care can be entered for no more than a twelve month period at a time. When an authorization is submitted by the case manager, and then approved by a supervisor, an email is automatically generated to the case manager. A copy of the authorization email shall be placed in the child's case file. Workers may obtain copies of notices sent to the resource parent or child care provider by going to the DOCQUE Screen in FAMIS the day after the authorization is approved by a supervisor. Upon reunification and/or release from Children's Division custody, it is imperative that the Children Service Worker close the child care authorization in the FAMIS/FACES Interface System. Failure to close an authorization in the FAMIS/FACES Interface System will prevent a child's authorization from being approved by the Family Support Division, Income Maintenance Child Care Program.

SUPERVISOR'S RESPONSIBILITIES

The Children's Service Supervisor will be sent an alert when an authorization or waiver request is entered into the FAMIS/FACES Interface System. The supervisor must review the authorization or waiver request in a timely manner and ensure that the request is valid and, in the case of waiver requests, adequate attempts have been made to secure appropriate child care. The supervisor shall ensure that documentation is available to support the request.

NOTE: Supervisors must review and approve the waiver request prior to placing child with a non-licensed child care provider or within 24 hours of placing the child in the facility.

HELP TOOLS

There are several tools available to assist staff with the authorization process. Staff is encouraged to use the tools attached to this memorandum to resolve as many issues as possible.

FAMIS/FACES INTERFACE User Guides
FAMIS/FACES Frequently Asked Questions (FAQ's)
FAMIS/FACES Child Care Authorization Flow Chart
FAMIS/FACES Child Care Waiver Flow Chart
Child Care Calculation Worksheet

However, when assistance is needed and your question cannot be answered through the use of any available tools, staff may contact the ITSD Help Desk at (800) 392-8725 or at 573-751-3811 regarding the FAMIS/FACES Interface System.

CONCLUSION

During this transition, child care providers may continue to contact the local office for assistance. CD/FSD staff should refer child care providers to CCPRU at 573-522-1385 for assistance. The CCPRU is dedicated to providing good customer service to child care providers and CD/FSD offices. CD/FSD offices are encouraged to communicate with the CCPRU as issues arise.

NECESSARY ACTION
1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare and Child Care Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:	PROGRAM MANAGER
Lora Brown, MAS II	Alicia Jenkins
573-526-3011	573-751-6793
Lora.K.Brown@dss.mo.gov	Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS
1225.010.00 Reimbursement To The Parent

CHILD WELFARE MANUAL REVISIONS

FORMS AND INSTRUCTIONS
Child Welfare Authorization Form (CD-150)
Child Care Waiver Form (CD-151)
Confidentiality Agreement (FA-700)
FAMIS User Request (FA-701)
Request For Access to FAMIS Information (FA-702)
Request For Access to FAMIS Information (FA-703)
DSS Confidentiality and Information Security Agreement

REFERENCE DOCUMENTS AND RESOURCES
CD10-83 07/13/10
CD10-75 06/17/10
CD07-42/OEC07-06
Table of Consanguinity
CHILD CARE SERVICE AUTHORIZATION CODES

FAMIS/FACES INTERFACE User Guide
FAMIS/FACES Frequently Asked Questions
FAMIS/FACES Child Care Authorization Flow Chart
FAMIS/FACES Child Care Waiver Flow Chart
Child Care Calculation Spreadsheet

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 - Yes
Knowledge of Parenting and Child Development- Yes
Concrete Support in Times of Need - Yes
Social and Emotional Competence of Children - Yes

FACES REQUIREMENTS
N/A