

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 4, 2010

**What's Inside:**

**Vendor System  
Conversion to  
FACES – Impact  
for Child Care  
Providers**

**MEMORANDUM**

**TO:** ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

**SUBJECT:** VENDOR SYSTEM CONVERSION TO FACES – IMPACT ON  
CHILD CARE PROVIDERS

**REFERENCE:** CHILDREN'S DIVISION  
FAMILY SUPPORT DIVISION

The purpose of the memorandum is to inform staff of the conversion of the Departmental Vendor system from Legacy to FACES and its impact on child care providers. The Legacy Vendor system will shut down July 31, 2010 and will be converted to FACES. With this change, staff will no longer have access to the following screens:

- VACI – Vendor Rate Enhancement Inquiry
- VACU – Vendor Add Accreditation and Disproportionate
- VALE – Vendor Alias Name Entry
- VALI – Vendor Alias Name Delete
- VALL – Vendor Alias Name Inquiry
- VCSU – Vendor Payment/Tax Update
- VDEL – Vendor Delete
- VMEN – Vendor Inquiry Menu
- VNMA – Vendor Name Search
- VNME - Vendor Name Inquiry
- VNMI – Vendor Number Inquiry
- VNUM – Vendor Number Assignment
- VPAR – Vendor Participation Inquiry
- VPVI Vendor Payee Inquiry
- VTXI Vendor Tax-ID Inquiry
- VUPD Vendor Update

Effective August 1, 2010, vendor information will be housed in FACES. This memorandum outlines the conversion process and specific changes impacting child care providers.

## **VENDOR CONVERSION**

Child care providers in the Legacy Vendor system will be converted over to the Vendor System in FACES. Each vendor is designated as either an Individual or an Organization in FACES. Child care providers in the Legacy Vendor system with a Social Security Number (SSN) as their Tax Identification Number will be converted over as an Individual in FACES. Child care providers in the Legacy Vendor system with a Federal Employer Identification Number (FEIN) as their Tax Identification Number (TIN) will be converted over as an Organization in FACES. Child Care providers in the Legacy Vendor system with a blank TIN will be converted over as an Organization in FACES.

In FACES, vendors identified as Individuals must have an SSN in the system and may have an FEIN as well. Vendors identified as Organizations must have an FEIN in the system and cannot have an SSN in the system.

To access the vendor system in FACES, go to the Children's Division Intranet and click on the "FACES" quick link. Sign in with your USERID and FAPC (green screen) password. From the FACES home page, click Resource Management. Staff can access the vendor system by clicking on Vendor, Vendor Profile, or Vendor Search.

NOTE: Some FSD staff who had security access to the Legacy Vendor System, may not have access to the FACES Vendor System. If you receive a message stating your security access to FACES is denied, please contact the FACES Help Desk.

## **CHILD CARE PROVIDER RELATIONS UNIT (CCPRU) RESPONSIBILITIES**

CCPRU staff is required to begin assigning DVNs and updating existing Vendor information in FACES after conversion of the Legacy Vendor system. CCPRU staff is encouraged to read the Vendor User Guides located on the Children's Division Intranet. Select FACES Information, FACES Reference Manual, Resource Management. CCPRU staff should review the following User Guides:

- Vendor
- Vendor Profile
- Vendor Search

## VENDOR DVN ASSIGNMENT

To assign a Vendor DVN, access the FACES Vendor system through the Children's Division Intranet by clicking on the "FACES" quick link. Sign in with your USERID and FAPC (green screen) or FACES password. From the FACES home page, click Resource Management, then Vendor Search.

The vendor system is designed to assign a DVN to a new vendor and to identify the services the vendor offers, such as child care. This system also allows for information related to the vendor to be updated, such as the vendor address, mailing address, and phone number. The vendor system is used by CCPRU and Department of Health and Senior Services (DHSS), Section for Child Care Regulation for Vendors who are child care providers.

Child care providers who are licensed or determined license exempt by DHSS; providers with a license exempt status of Religious in Compliance (RIC), School (SCH) and Summer Program (SUM), will have a DVN assigned by DHSS and will be designated as an Organization in the FACES Vendor system. Staff should search the MOHSAIC system to locate the correct DVN for a licensed or license exempt RIC, SCH or SUM provider. **Under no circumstances should CCPRU staff assign a new DVN for a licensed or license exempt RIC, SCH or SUM provider.** For providers who are not licensed or do not have a license exempt status determined by DHSS (RIC, SCH, SUM), staff must conduct a vendor search by Individual Name and by Vendor Name and by Tax Id prior to assigning a new DVN. It is imperative that staff search using all possible name combinations prior to assigning a new DVN.

If no DVN is found as a result of all vendor searches, staff will assign a new DVN. Staff will need to designate the provider as an Individual or an Organization. If the provider uses their SSN as their Tax Identification Number, the provider should be designated as an Individual Vendor. If the provider uses an FEIN as their Tax Identification Number, the provider should be designated as an Organization Vendor. License Exempt Four Or Less (FOL) providers should always be created as Individual Vendors even if they use an FEIN as a Tax Identification Number. If a FOL uses a FEIN, enter BOTH the SSN and the FEIN when assigning the Individual Vendor number. FOL's must provide an SSN for background screening purposes.

**INDIVIDUAL VENDOR DVN ASSIGNMENT:** To create a vendor as an Individual, check the "Individual" box on the Vendor Assignment Screen. Based on the USERID of the person signed in to the system, FACES identifies the "Source" as being associated with the Children's Division (CD) or DHSS. CCPRU staff must choose "Children's Division" as the Agency Affiliation, and then click "Add Individual". CCPRU staff must conduct a search by SSN and by

Name. If the search results display the correct individual, choose the individual and click “display”. If the individual information matches the information of the provider, click “return” to add that individual to the vendor profile. If the correct individual is not found as a result of the searches, click “Add New Individual”. The following fields are required to add a new individual, as noted on the screen with an asterisk:

- First Name
- Last Name
- Sex
- Race
- Hispanic/Latino

Staff is encouraged to enter all information that is known about the individual, even if not required. Staff must not delay assignment of a DVN based on individual information that is not required for DVN assignment, such as citizenship verification.

The FACES Vendor system allows for more than one individual to be listed on an Individual Vendor type, as some vendors may be comprised of two individuals, such as adoptive parents. This is not the case for individual child care vendors. Because individual child care providers agree to be the sole caregiver of the children in their care, child care providers designated as Individual Vendors must have only one individual listed on the vendor profile. Staff must only enter one individual when assigning a DVN to an Individual child care provider.

Once the individual is added as a vendor, staff must enter the following required information, noted with an asterisk, in order to assign a DVN:

- Minority Status
- Vendor Business Address

**Note: IRS Tax Exempt is listed as a required field, but will default to “No”. This field is used only by Central Office staff.**

Although SSN is not noted with an asterisk as a required field to assign a DVN, an SSN must be entered in order to assign the DVN. Staff must also check the “Tax ID” button next to the SSN to indicate the SSN is used as the Vendor’s Tax ID. Staff must enter all other information known about the vendor, such as vendor mailing address and phone number, even if not required for DVN assignment. Staff must not delay assignment of a DVN based on vendor information that is not required for DVN assignment, such as Fax #.

**Important: When creating a child care vendor, staff must check the “FAMIS Child Care Provider” box. If this box is not checked, this new vendor, and all changes entered on this vendor, including address changes, will not transfer to FAMIS, which can cause delays in registration processing, invoicing and payment.**

Once all information is entered, click the “Add” button. FACES will validate the vendor business address using CD1P which is an automatic address verification. If this address is not CD1P compliant, a pop up message will appear containing the CD1P compliant address, allowing staff an opportunity to confirm. If the address is correct, select OK on the pop up box. FACES will now display the CD1P compliant business address. If this is correct, click the “Add” button again. When all required fields are entered and the business address is CD1P compliant, a DVN is assigned and displayed in the top left corner of the screen.

**ORGANIZATION VENDOR DVN ASSIGNMENT:** To create a vendor as an organization (example, Military – MIL, Out of State Licensed – OPL, Out of State Unlicensed – OPU), check the “Organization” box on the Vendor Assignment Screen. Based on the USERID of the person signed in to the system, FACES identifies the “Source” as being associated with the Children’s Division (CD) or DHSS. CCPRU staff must choose “Children’s Division” as the Agency Affiliation.

Staff must enter the following required information, noted with an asterisk, in order to assign a DVN:

- Minority Status
- Vendor Business Address

Note: IRS Tax Exempt is listed as a required field, but will default to “No”. This field is used only by Central Office staff.

Staff must also enter either a “Vendor Name” or an “IRS 1099 name” or both, if these names are different. Although FEIN is not listed as a required field to assign a DVN, an FEIN must be entered in order to process a child care provider registration in FAMIS. Staff also has the option to add a contact person for the child care facility. Staff must enter all other information known about the vendor, such as vendor mailing address and phone number, even if not required for DVN assignment. Staff should also choose “Child Care” as a potential service. Staff must not delay assignment of a DVN based on vendor information that is not required for DVN assignment, such as Fax #.

**Important: When creating a child care vendor, staff must check the “FAMIS Child Care Provider” box. If this box is not checked, this new Vendor, all**

**changes entered on this Vendor, including address changes, will not transfer to FAMIS, which can cause delays in registration processing, invoicing and payment.**

Once all information is entered, click the “Add” button. FACES will validate the vendor business address using CD1P. If the address is not CD1P compliant, the user will receive a pop up message containing the CD1P compliant address, allowing staff an opportunity to confirm. If the address is correct, select OK on the pop up box. FACES will now display the CD1P compliant business address. If this is correct, click the “Add” button again. When all required fields are entered and the business address is CD1P compliant, a DVN is assigned and displayed in the top left corner of the screen.

## **VENDOR UPDATES**

To update vendor information in FACES, such as business address, mailing address, or phone number, access FACES through the Children’s Division Intranet by clicking on the “FACES” quick link. Sign in with your USERID and FAPC (green screen) or FACES password. From the FACES home page, click Resource Management, then Vendor. Enter the nine (9) digit DVN and click “Go”. Click the “Update Vendor” button, enter the changes to the Vendor’s information, and then click “Update”. If a change is made to the Vendor Business Address, a message will appear above the “Update” button:

### **Sample**

**Has the Business Physically Moved?**  Yes  No.

If the vendor has physically moved, click “Yes”. If the “FAMIS Child Care Provider” button is marked, the vendor changes will transfer to FAMIS overnight. Follow normal procedures for updating child care provider registration agreements when the provider has physically moved. If the vendor has not physically moved (example, Post Office changes the street name, correcting a data entry error, etc), click “No”. If the “FAMIS Child Care Provider” button is marked, the vendor changes will transfer to FAMIS overnight.

Note: As in Legacy, changes to a vendor’s IRS Name or SSN/FEIN in FACES can only be entered by Central Office staff.

## **VENDOR PROFILE**

The Vendor Profile Screen allows staff to view a summary of the vendor which includes the Name, business address, county, Tax ID #, and phone number. Staff can also flow from the Vendor Profile screen to view the vendor’s child care contract, if the vendor is licensed and contracted with the Department of Social Services.

## DEPARTMENT OF HEALTH AND SENIOR SERVICES

Department of Health and Senior Services (DHSS), Section for Child Care Regulation, will continue to assign DVN's and update child care Vendors on licensed and licensed exempt facilities (RIC, SCH, SUM). This DVN assignment and update will occur in the FACES Vendor system. As was the case in the Legacy Vendor System, DHSS staff will not be able to enter a Tax Identification number for child care providers in the FACES Vendor system.

DHSS staff will continue to update Vendor information in the FACES Vendor system when address and other changes occur with DHSS licensed child care providers, as well as providers determined to be license exempt by DHSS (RIC, SCH, SUM). CD and FSD staff are instructed to follow normal procedures when information in the FACES Vendor System contains incorrect information on DHSS vendors.

<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. All questions should be cleared through normal supervisory channels and directed to:</li></ol>	
<b>MAS II CONTACT:</b> Lora Brown 573-526-3011 <a href="mailto:Lora.K.Brown@dss.mo.gov">Lora.K.Brown@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 WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES</b> FACES Vendor User Guides: <a href="#">Vendor</a> <a href="#">Vendor Profile</a> <a href="#">Vendor Search</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**

Parental Resilience – N/A

Social Connections – N/A

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – N/A

Social and Emotional Competence of Children – N/A

**FACES REQUIREMENTS**

[Vendor](#)

[Vendor Profile](#)

[Vendor Search](#)