

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 13, 2011

What's Inside:

REIMBURSEMENTS
FOR CHILD CARE

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: REIMBURSEMENT OF CHILD CARE TO PARENTS/RESOURCE
PARENTS

DISCUSSION:

The purpose of this memorandum is to instruct staff on the use of reimbursement to parents or resource parents, as a payment method for child care services. Child care must be authorized to a DSS compliant child care provider. A DSS compliant child care provider is either licensed and contracted or license exempt and registered with DSS. Payment for child care services can only be made to licensed and contracted or license exempt and registered child care providers during the contracted or registered time period.

While direct payment to a DSS compliant child care provider is the preferred method, situations do occur, requiring payment to be made in the form of a reimbursement to the parent or resource parent. Reimbursement to parents or resource parents for child care services can only be made if the child care provider is a licensed and contracted or license exempt and registered child care provider during the period of service.

Child Care Reimbursement for Protective Services Children

In these limited situations, reimbursements to parents or resource parents can be authorized for care provided to protective services children. These situations must be carefully evaluated and approved by a Children's Division supervisor. Once approval has been obtained for reimbursement as a method of payment, the authorization is entered to reflect the payment method.

Child care authorizations for protective service children are entered in the FAMIS/FACES Interface. The worker will choose reimbursement as the payment method during the authorization process. Staff must enter a detailed comment regarding

the reason for reimbursement and that approval was obtained by a Children's Division supervisor when entering the child care authorization on the Service Authorization screen. When the authorization has been entered, the parent or resource parent will receive an Action Notice (CD-150) outlining the child's authorization period, the units of care the child is authorized and how to obtain reimbursement for child care services.

The parent or resource parent or the child care provider must obtain the Child Care Reimbursement Receipt (CD-166) from E-forms or from the local Child Care Provider Relations Unit (CCPRU). The CD-166 will be used by the child care provider to record the daily attendance and receipts of care paid for by the parent or resource parent. The parent or resource parent and the child care provider will sign the completed CD-166, verifying attendance and receipt information at the end of the service month.

Reimbursements to parents or resource parents will be handled by the local CCPRU. Go to <http://www.dss.mo.gov/cd/childcare/pdf/ccpru-expansion.pdf> to find your local CCPRU. Parents or resource parents must submit requests for reimbursement of child care within 30 days of the service month. Upon receipt of the CD-166, or other documentation including an appropriate attendance record and receipt of payment, CCPRU staff will review the reimbursement request for payment. Payment will be determined based on the units of care provided and the receipt amount. FAMIS will pay the lesser of the calculated units (based on current state reimbursement maximums) and the receipt amount.

If the reimbursement for child care includes an adoption subsidy with a specific amount designated for child care, CCPRU staff will determine if additional payment should be made. In these cases, additional payment may be made up to the receipt amount. Reimbursement for child care services will only be paid to adoptive parents who continue to have a need for care and who have actually paid for the care, as verified by receipt.

Child Care Reimbursement for the Family Support Division Children

Reimbursements authorized for Family Support Division (FSD) children should only be requested in extreme circumstances and must be approved in writing by the Early Childhood and Prevention Services Section (ECPSS). Requests should be submitted to CD.AskECPSS@dss.mo.gov by the FSD supervisor. When a request for reimbursement of child care for an FSD child is approved, staff will be notified via email of the decision and, if approved, the period of time that may be authorized. Any approval for reimbursement as a payment method for FSD children is only for the specified authorization period, for the specified child, and for the specified child care provider. Child care authorizations for FSD children are entered in FAMIS. Staff must maintain a copy of the approval for reimbursement in the case record, as well as make a comment regarding the reimbursement approval on the Child Care Authorization (FM30) screen in FAMIS. The worker will choose reimbursement (REM) as the payment method during the authorization process. A detailed comment regarding the reason for reimbursement and that approval was obtained by ECPSS will need to be entered in FAMIS on CCAUTH (FM30) for FSD child care.

NECESSARY ACTION

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

PDS CONTACT

Marianne Dawson
573-526-9587

Marianne.A.Dawson@dss.mo.gov

PROGRAM MANAGER

Alicia Jenkins
573-751-6793

Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS

[1225.010.00 REIMBURSEMENT TO THE PARENT](#)

FORMS AND INSTRUCTIONS

[Child Care Reimbursement Receipt \(CD-166\)](#)

REFERENCE DOCUMENTS AND RESOURCES

[Child Care Provider Relations Unit](#)

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 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