

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 3, 2011

M E M O R A N D U M

What's Inside:

Correction Child
Care Payments

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: CORRECTION CHILD CARE PAYMENTS

DISCUSSION:

The purpose of this memorandum is to introduce a new section to the Child Care Policy Manual. Section [1215.035.000 Correction Payment](#) has been created to clarify the correction payment process and timeframe. Child care providers must submit a correction payment request by completing a Child Care Provider Payment Resolution Request (CD-147) form and attendance records. Child Care Provider Relations Unit (CCPRU) staff is to process the request within thirty (30) business days or less.

NECESSARY ACTION

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

PDS CONTACT

Brenda LaBella
573-526-9587
Brenda.I.LaBella@dss.mo.gov

PROGRAM MANAGER

Alicia Jenkins
573-751-6793
Alicia.Jenkins@dss.mo.gov

CHILD CARE MANUAL REVISIONS

[1215.035.000 Correction Payment](#)

FORMS AND INSTRUCTIONS

[Child Care Provider Payment Resolution Request \(CD-147\)](#)

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 (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