

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 13, 2011

M E M O R A N D U M

What's Inside:

**Revised Direct
Deposit form**

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: REVISED DIRECT DEPOSIT FORM FOR CHILDREN'S
DIVISION VENDORS

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The purpose of this memorandum is to inform staff of the revised Application for Vendor Direct Deposit form (CD-122). Effective January 31, 2011, staff should begin using the revised direct deposit form for Children's Division vendors. This form is designed for use by all Children's Division vendors, including Child Care providers, Resource Parents, and providers of ILP, ILA, CTS, and RT services. A direct deposit slip is no longer accepted with the submission of the CD-122. Vendors must either submit a voided check or an official letter from the bank stating the routing number and account number.

Staff should encourage utilization of direct deposit and provide this form to all Children's Division vendors requesting payment by direct deposit. The CD-122 is available on the CD E-forms at <http://www.dss.mo.gov/cd/info/forms/index.htm>.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

MAS II CONTACT: Lora Brown 573-526-3011 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER: Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Application for Vendor Direct Deposit (CD-122)	
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 – N/A Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	