

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 29, 2011

What's Inside:

Job Search as an
Eligible Child Care
Need for Non-TA
individuals

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: NON-TEMPORARY ASSISTANCE JOB SEARCH

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The purpose of this memorandum is to reinforce to staff that the Non-TA job search need component (NTA) is **not allowed** for applicants or recipients of Temporary Assistance (TA). Non-TA job search is only allowed for Non-TA individuals. An initial audit has identified instances where TA individuals have been allowed the NTA need component in error. These cases must be reviewed and corrected for future audits. Staff should refer to [CD10-44/OEC10-14](#).

FSD STAFF RESPONSIBILITIES:

A list of EU's with a child care need of NTA and who applied for or received TA from May 1, 2010 through March 31, 2011 has been compiled. This listing will be provided to the appropriate local offices for review. Staff will have 30 days upon receipt of the listing to review the EU's case to determine if the NTA need component was allowed appropriately and to correct any errors, if applicable.

The Eligibility Specialist will review the information provided on the listing to determine if the individual coded NTA applied for or received TA benefits at any time during the NTA time period. If no dates overlap, the ES should make a comment on the NTA need component on the CCNEED screen indicating that the individual was not in application or active status for TA at any time during the NTA period.

Important: The Non-TA job search component is not to be used for applicants or recipients who are participating in the MWA program. Staff is to continue using the current Job Search need component (JOS) for child care households who are eligible or have applied for TA benefits AND are participating in the MWA program.

The ES will review the case record and FAMIS to determine which of the below scenarios is applicable. The ES is to follow scenario resolution provided to appropriately reflect the case status for the time period the Non-TA job search need component was used incorrectly.

- Scenario 1:** If the individual was in application or active status for TA at any time during the period, the ES will determine if the individual was participating in the Missouri Work Assistance (MWA) program during that time. The ES will also need to determine if the individual used all 12 weeks of job search for that rolling year. If the ES determines that the individual was participating in the MWA program during that time, **and** the Individual Employment Plan indicated job search was needed **and** the individual had not used all 12 weeks of job search, the ES is to update the NTA dates on the CCNEED screen to reflect the dates the individual was not in application or active status on the TA case. The ES will need to enter a JOS need component for the dates in which the individual was in application or active status for TA **and** was participating in the MWA program.
- Scenario 2:** If the individual was **not** participating in the MWA program during that time, or did not have job search listed as an activity on the Individual Employment Plan or had used all 12 weeks of job search for that rolling year, a claim should be entered for the dates in which NTA was entered as a need component in error.

Staff will receive a monthly listing of potential households who had a child care need of NTA while receiving TA through September 30, 2011. These cases must be reviewed and corrected for auditing purposes, as the households may not be eligible based on program policy. Counties must report their findings back to the Early Childhood & Prevention Services Section within 30 days of receipt of each report.

NECESSARY ACTION:	
<ol style="list-style-type: none"> Review this memorandum with all Children’s Division and Family Support Division staff. All questions should be cleared through normal supervisory channels and directed to: 	
PDS 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 CARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	

REFERENCE DOCUMENTS and RESOURCES

[1210.020.15.45 NON-TEMPORARY ASSISTANCE JOB SEARCH](#)

[CD10-44/OEC10-14 NON-TEMPORARY ASSISTANCE JOB SEARCH](#)

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 – Yes

Social Connections – Yes

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