

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 3, 2011

What's Inside:

Child Care for
Impacted Joplin
Families

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: CHILD CARE ASSISTANCE FOR IMPACTED FAMILIES IN THE JOPLIN
AREA

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

DISCUSSION

In an effort to respond to those in need as a result of the May 22 tornado in Joplin, Child Care Assistance policies are modified.

Families affected by the Joplin tornado, either because they lived in the affected areas or they were employed with a business located in the affected areas, may file an application for Child Care Assistance under current policy defined as Extraordinary Circumstances. The remainder of this memorandum will explain the process for:

- Identifying affected areas;
- Filing applications;
- Extraordinary Circumstances definitions;
- Eligibility criteria;
- Verification;
- Tracking eligible households;
- Processing Protective Services Child Care requests;
- Referring families to Resource and Referral agencies; and
- Addressing child care provider issues.

IDENTIFYING AFFECTED AREAS

Family Support Division (FSD) memorandum IM-29, dated May 31, 2011, introduced the Disaster Food Assistance program to FSD staff. The memorandum identified four specific Joplin zip codes as areas in which property was destroyed or heavily damaged. For the purpose of Child Care applications, and in the application of Extraordinary Circumstances policy, the same zip codes will be used -- 64801, 64802, 64803 and 64804.

FILING CHILD CARE APPLICATIONS

Applications for Child Care Assistance may be filed at any Family Support Division office in the state or at any Children's Division office for Protective Services Child Care. Families who may have relocated to other parts of the state may apply using the Extraordinary Circumstances criteria, and the verification processes identified in this memorandum may be used, if the family can successfully demonstrate they originally lived in one of the affected areas or they were employed with a business located in one of the affected areas in Joplin at the time of the tornado. Child care applications may also be available at Multi-Agency Resource Centers (MARC's) around the City of Joplin.

Enter the applicant's previous address into CD1P to verify if the zip code is from an affected area. Record information indicating the applicant is from one of the affected areas in Joplin in the comment section of the EU Member Role Screen (FM3Z). The comment should be clear that the family was displaced or affected by the Joplin tornado.

Although the timeframe for processing applications is not changed, staff is encouraged to make applications for child care assistance a priority. It is suggested that staff use the same three day timeframe referenced in IM-29, to the extent possible.

Child Care Assistance based on the Extraordinary Circumstances need for care policy may only be certified through July 31, 2011. Extensions beyond July 31, 2011, will be evaluated on an individual basis.

Note: Benefit eligibility and/or child authorizations for families whose benefits and/or child authorizations are scheduled to expire at the end of May or June are automatically extended in FAMIS through July 31, 2011. A listing of those families whose benefits and/or child authorizations are extended is attached to this memorandum.

EXTRAORDINARY CIRCUMSTANCES DEFINITIONS

All eligibility factors for Child Care Assistance are applicable, including establishing a need for care. Staff is instructed to apply Extraordinary Circumstances policy in situations where other child care need does not apply. Extraordinary circumstances related to recovery efforts may include clean up, securing alternative living arrangements, job search activities, counseling, applying/securing disaster relief assistance, applying for benefits, and document recovery. If the need for care is Extraordinary Circumstances related to the Joplin tornado, enter the code "JDT" (Joplin Disaster – Tornado) on the Child Care Needs (CCNEED, FMAC) screen in FAMIS. Households with this reason for care are subject to sliding fees based on the household income and family size.

ELIGIBILITY CRITERIA

Residency

Section 1210.010.00 of the Child Care Assistance policy manual requires applicants of Child Care Assistance be Missouri residents or declare an intent to remain in Missouri. Joplin victims may receive Child Care Assistance as residents of Missouri, as long as there is an indication that they intend to remain in Missouri. The applicant's statement is acceptable verification of residency unless it is questionable.

Relationship

Relationship may be difficult to establish because of the loss of personal documents. If a family cannot provide the appropriate documentation of relationship, relationship must be established through collateral contacts. The family must provide the name and contact information of an individual who has knowledge of the family and can verify relationship.

Citizenship

Citizenship of the child for whom care is needed must be verified. In the absence of hard copy verification, staff may use collateral contact to verify a child's citizenship. The applicant must provide the name and contact information of an individual who has knowledge of the family and can verify the child's citizenship.

Income

Household income is verified through normal verification processes. If the income being verified is from a previous employment or source which has been destroyed, staff may use collateral contact. The applicant must provide the name and contact information of an individual who has knowledge of the family's income, including employment information. **If the income is from a new source or new employment, appropriate hard copy verification of the new income must be provided.**

VERIFICATION

As noted above, hard copy verification of eligibility criteria may be impossible for applicants to produce, due to the loss of personal possessions. Therefore, collateral contacts should be documented to the extent possible. Only when collateral contacts are not possible may staff use the applicant's statement. This verification policy may only be used for a period of thirty days from receipt of this memorandum. Appropriate hard copy verification must be provided for applications received on or after July 5, 2011.

TRACKING ELIGIBLE HOUSEHOLDS

The new JDT child care need has been added in order to track impacted applicants and recipients of Child Care Assistance from the affected area. System edits are in place to allow this code to be used from May 22, 2011 through July 31, 2011. If the only need for care is JDT, the household can only be certified through July 31, 2011. If the household has a need for care in addition to JDT, the household may be certified for the normal certification period.. Child Care Program and Policy will be using tracking information to report to the federal government.

PROTECTIVE SERVICES CHILD CARE

Child care services are available to foster/adoptive/guardianship children as specified in child care policy. The Children's Division worker should assist the foster/adoptive/ guardianship parent in reviewing their child care situation and authorize child care based on the needs of the foster/adoptive/guardianship and the child's individual situation.

CHILD CARE RESOURCE AND REFERRAL

Child Care Aware of Missouri® is a network of agencies that provide referral services to families seeking child care arrangements. This agency's mission is to assist families in locating quality child care. They are prepared to assist affected families by updating referral lists and contacting providers to ensure there are child care openings.

It is important for staff to refer families to the resource and referral agency for assistance, especially families who may not be familiar with the different types of legal care in Missouri. Child Care Aware of Missouri® may be accessed through the internet at www.mo.childcareaware.org , by telephone at 1-866-892-3228 or via email at referralcenter@mo.childcareaware.org.

CHILD CARE PROVIDER INFORMATION

Eligible families may access child care services through an approved child care provider who is either contracted or registered with the Department of Social Services (DSS). Applicants may choose a family member to provide child care, if the family member meets the registration criteria. DSS staff is prepared to assist families and providers in completing the registration process. Individuals interested in becoming registered may contact the Jefferson City Child Care Provider Unit at (573) 522-1385 or via email at cd.askccpru@dss.mo.gov.

Families may also use a child care provider in a neighboring state.. Out of state providers must meet their state's licensing or license exempt requirements. Out of state providers must submit proof they abide by all the requirements of their residence state. In addition, out of state providers must register with DSS to be reimbursed for services.

FSD and CD staff should refer individuals interested in becoming a registered child care provider to the Jefferson City Child Care Provider Relations Unit for assistance. Any DSS registered or contracted provider who has questions about their invoicing or payment should be referred to the Jefferson City Child Care Provider Relations Unit for assistance. Their contact information is as follows:

Child Care Provider Relations Unit
615 Howerton Court
PO BOX 88
Jefferson City, MO 65103
Phone: 573-522-1385
Fax: 573-526-9586
Email: CD.askccpru@dss.mo.gov

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:

PDS CONTACT:

Brenda LaBella
573-751-2037
Brenda.I.Labela@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

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 – 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