

CD11-58
OEC11-14

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 12, 2011

What's Inside:

System changes for
Child Care Social
Security Number and
Citizenship Policies

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION
AND FAMILY SUPPORT DIVISION STAFF

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

SUBJECT: CHILD CARE SYSTEM CHANGES FOR CITIZENSHIP &
SOCIAL SECURITY NUMBER POLICIES

DISCUSSION:

The purpose of this memorandum is to inform staff of changes to the FAMIS system to accommodate changes to the Social Security Number (SSN) and Citizenship policies as they relate to child care benefits for Income Eligible children.

SOCIAL SECURITY NUMBER

Effective September 17, 2009, a social security number is not required as a condition of eligibility for child care benefits. Child care assistance cannot be denied or placed in pending status because of an individual's failure or refusal to disclose his/her SSN or the SSN for any household member, including children for whom benefits are requested.

Effective June 27, 2011, the social security number driver question no longer appears in the controlled flow for a child care only application. If the household applies for another type of assistance that does require a social security number, the driver question will appear in the flow, but the social security number will not be used in determining eligibility for child care benefits.

FSD STAFF RESPONSIBILITIES:

System modifications have now been made in FAMIS to accommodate the revised policy of removing the SSN requirement for child care assistance. New child care applications and child care applications that are currently in the controlled flow will not be evaluated for social security numbers when the eligibility determination (EDRES) is run. Central office will work with the local FSD staff to follow up with households whose child care application was either rejected or closed based on failure to disclose a social security number.

CITIZENSHIP

As stated in Memorandum CD09-91/OEC09-16, child care benefits may only be granted to a citizen or qualified alien. Qualified alien status must be verified at the time of application for all children for whom benefits are requested.

Any individual who is born in the United States is considered a U.S. citizen. This includes children whose parents are not U.S. citizens, such as undocumented alien parents, parents with student visas, or parents with lawful temporary residence status.

Verification of qualified alien status is required, as outlined in memorandum CD09-91. Child care manual section 1210.005.15 has been updated to clarify verification standards for citizenship and qualified alien status. Verification of citizenship status is only required if questionable. Example: an applicant declines to declare their citizenship status and states the child needing care is a citizen, but cannot produce a birth certificate to verify relationship. This would be an example of questionable citizenship status.

Note: Citizenship or qualified alien status is not a requirement for household members for whom benefits are not requested or for child care providers. Citizenship or qualified alien status is only required for children in need of child care services (children with a role of IN) for the child care program.

FSD STAFF RESPONSIBILITIES:

APPLYING CHILD CARE HOUSEHOLDS

System changes have now been implemented to accommodate this change in policy. The citizenship driver question now appears in the controlled flow for all households applying for child care benefits. If the answer to the driver question is "No" for any Eligibility Unit Member (EUM), the Non-citizen Information (FMML) screen, will appear. Although staff must enter known information regarding each EUM who is not a citizen, FAMIS will only determine eligibility for child care benefits for those EUM's with a role of IN (included).

For child care applications currently in the controlled flow, the citizenship technical eligibility factor ISD (Insufficient Data) will display if there is no current citizenship record in FAMIS. When this occurs, staff should utilize information in the case record to determine each member's citizenship status. If information is not available in the case record, staff must contact the applicant to determine the citizenship status of each EUM with an IN role and document this on screen FMRB in FAMIS. To access this screen, select the EU from the CONFLOWS (FMRA) screen and flow back to previous questions until the citizenship driver question appears, directly after the Child Care Needs (CCNEED) screen. When the eligibility determination (EDRES) is run, FAMIS will determine eligibility on the citizenship technical eligibility factor for all EUM's with a role of IN.

ACTIVE CHILD CARE HOUSEHOLDS

Review citizenship for all children receiving child care benefits at the next contact with the household. Record non-citizenship information on screen FMML for all EUM's with an IN role for child care. If all children receiving child care benefits in the household are determined ineligible based on this policy, FAMIS will recommend closing the child care EU when the eligibility determination (EDRES) is run. If one or more children receiving child care benefits in the household are determined ineligible, but at least one child in the household remains eligible, FAMIS will recommend removal of the ineligible child(ren).

When the active child care EU reapplies for child care benefits, the citizenship driver question will appear in the controlled flow. See the APPLYING CHILD CARE HOUSEHOLDS section above.

If it is discovered that payments were made for a child that did not meet citizenship or qualified alien eligibility, follow normal procedures in establishing a client claim in CARS (Claims And Restitution System).

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division and Family Support Division staff. 2. Review the revised child care manual section. 3. 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[1210.005.15 CITIZENSHIP AND QUALIFIED ALIEN STATUS](#)**FORMS AND INSTRUCTIONS**

N/A

REFERENCE DOCUMENTS AND RESOURCES[Memorandum CD09-91/OEC09-16](#)[Comments Quick Reference Chart](#)[Allowable FAMIS Verification Codes](#)**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 – 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