

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 12, 2011

What's Inside:

Self Employment
Income Budgeting
Training For Family
Support Division Staff

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: SELF EMPLOYMENT INCOME BUDGETING TRAINING

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

Effective August 1, 2011 the Family Support Division (FSD) Eligibility Specialists (ES) and eligibility supervisors will be required to complete the on-line Self-Employment Income Budgeting training course found in the Employee Learning Center. ES and eligibility supervisors are required to complete the training by December 31, 2011. If by December 31, 2011, the "Status" column in "My Training Plan" within the Employee Learning Center displays anything but "complete", the County Manager of the FSD staff person will receive a notice explaining that the course is incomplete.

The self-employment training is to assist in reducing the error rates for all Income Maintenance programs. FSD staff is required to complete this training every three years; however, staff may take the course as needed. Follow normal procedures for enrolling and completing the online training.

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:

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 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