

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 14, 2011

M E M O R A N D U M

What's Inside:Adoption and
Guardianship Subsidy
Submission guidelines

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: ADOPTION AND GUARDIANSHIP SUBSIDY SUBMISSION

DISCUSSION:

This memorandum is being written to remind staff of the procedure for the processing of Emergency Adoption and Legal Guardianship subsidy agreements.

The Contract Management Unit (CMU) will no longer accept scans and faxes of subsidy paperwork. CMU receives a significant number of subsidies for processing each month. Current policy requires that originals be kept in the Central Office subsidy record. Scans and faxes will only be accepted for emergency residential placements, and will require staff to receive approval via contact with Children's Division (CD) Central Office subsidy unit program staff to send the necessary paperwork via fax or scan. Staff is also required to follow up by sending the original paperwork as soon as possible.

If families delay signing and returning subsidy paperwork, they are to be reminded of their responsibility for the payment of any services rendered prior to receiving approval by the Division Director (refer to CD09-121 for more information and a letter you can provide to your families regarding this matter).

Following are additional reminders for supervisors and staff who work with subsidies:

- As of 5/1/2008, policy was revised to reflect that subsidy agreements shall not be backdated. The purpose of this change is to ensure that the Children's Division has a valid and active contract with each Adoptive parent and Legal Guardian to prevent any payment problems or service delivery problems and to cover services as they are being paid;
- Subsidy agreement paperwork must be submitted 30 to 45 days in advance of the service start date so that the subsidy paperwork may be processed within the CD CMU unit prior to the start of the service;
- Services must be approved by the Division Director prior to the delivery of the service. This will allow CMU staff time to review and enter subsidy services in a timely manner;

- Ensure that the appropriate license (AD/LG) has been entered into the FACES contracting system prior to submitting subsidy paperwork. This will ensure that subsidy paperwork is able to be processed timely without returns to the local office;
- It is mandatory that staff keep a copy of each subsidy they submit to CMU so that staff have a full copy of an approved agreement in their local file; and
- Staff shall also keep a copy of all supporting documentation including the subsidy application as CMU staff will not be able to accommodate extra copying at this time.

When filling out subsidies with your families, staff members are strongly encouraged to use both the Child Welfare Manual (See Section 4, Chapter 30, in particular Attachment A), as well as the subsidy checklist(s) available on the CD Intranet at <http://dssweb/cs/programs/adoption/index.htm>.

Staff should contact Sheila Tannehill, Assistant Deputy Director, at Sheila.A.Tannehill@dss.mo.gov and/or Dirk Elrod, Procurement Officer, at Dirk.Elrod@dss.mo.gov, or at 573-526-5533, in CMU if there are any questions.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review Subsidy Checklist(s) provided on the CD Intranet website. 3. All questions should be cleared through normal supervisory channels and directed to: 	
CONTACT PERSON Dirk Elrod, Procurement Officer	PROGRAM MANAGER Sheila Tannehill, Assistant Deputy Director
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Adoption Subsidy Subsidized Guardianship Agreement Checklist – New Contracts Adoption Subsidy Subsidized Guardianship Agreement Checklist – Old Contracts Adoption Subsidy 18+ One Year Agreement Checklist Adoption Subsidy “Have I Done Everything Checklist”	
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)
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N/A

PROTECTIVE FACTORS N/A

FACES REQUIREMENTS

N/A
