

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 17, 2011

**What's Inside:**

Revisions to  
Authorizing Designee,  
Payment Designee,  
Authorizing Worker  
Duties Relating to Child  
Care, and Case Record  
Destruction

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: REVISIONS OF THE CHILD CARE MANUAL POLICY RELATED  
TO APPROPRIATE PROCEDURE FOR CHILD CARE  
APPROVAL PROCESS AND CASE RECORD DESTRUCTION

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the child care manual sections on [Authorizing Designee](#), [Payment Designee](#), [Authorizing Worker Duties Relating to Child Care](#), and [Case Record Destruction](#). Primarily, language changes have been made to ensure policy is clearer for staff.

Children's Division and Family Support Division staff is instructed to refer to these sections when necessary to answer questions regarding appropriate procedures for child care approval processes and case record destruction.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review revised Child Care Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

Kelly Frye  
573-751-2037  
[Kelly.Frye@dss.mo.gov](mailto:Kelly.Frye@dss.mo.gov)

**PROGRAM MANAGER**

Alicia Jenkins  
573-751-6793  
[Alicia.Jenkins@dss.mo.gov](mailto:Alicia.Jenkins@dss.mo.gov)

**CHILD CARE MANUAL REVISIONS**

[1235.000.00 - 1235.015.00](#) Authorizing Designee, Payment Designee, and Authorizing Worker Duties Relating to Child Care

[1240.000.00](#) Record Destruction

**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-No

Knowledge of Parenting and Child Development-No

Concrete Support in Times of Need-Yes

Social and Emotional Competence of Children-No

**FACES REQUIREMENTS**

N/A