

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 17, 2011

M E M O R A N D U M

**What's Inside:**

Revisions to the  
Provider Eligibility  
Section of the Child  
Care Manual

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: REVISION OF THE CHILD CARE MANUAL POLICY  
RELATED TO PROVIDER ELIGIBILITY

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the child care manual sections on Provider Eligibility and to introduce new policy, titled "Parents as Child Care Providers." Most revisions have been made to ensure policy is clearer for staff to interpret.

Children's Division and Family Support Division staff are instructed to refer to these sections when necessary to answer questions about provider eligibility.

**Fire Code**

The fire code section has been deleted and is now in section [1215.025.00 HEALTH AND SAFETY CERTIFICATION](#) of the Child Care Manual.

**Parents as Child Care Providers**

When parents apply for child care assistance and report child care as their form of self employment, the Eligibility Specialist (ES) should coordinate with the appropriate Child Care Provider Relations Unit staff, to ensure the parent is not registered as a child care provider in order to provide direct care for subsidy children, while their own children are sent to another provider as the parent is able to provide care for their own children. The ES can check CCREGIS (FMEA) in FAMIS to determine if a parent is a registered family home provider. This policy will support the Child Care Assistance program in improving its program integrity and accountability.

**NECESSARY ACTION**

1. Review this memorandum with all Children’s Division and Family Support Division staff.
2. Review the revised child care manual sections.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

Brenda LaBella  
573-526-9587  
[Brenda.LaBella@dss.mo.gov](mailto:Brenda.LaBella@dss.mo.gov)

**PROGRAM MANAGER**

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**CHILD CARE MANUAL REVISIONS**

[1215.000.00 PROVIDER ELIGIBILITY](#)  
[1215.005.00 LICENSED PROVIDERS](#)  
[1215.010.00 LICENSE-EXEMPT PROVIDERS](#)  
[1215.010.05 FOUR OR LESS UNRELATED CHILDREN \(FOL\)](#)  
[1215.010.10 RELIGIOUS LICENSE-EXEMPT PROVIDERS](#)  
[1215.010.15 OTHER LICENSE-EXEMPT TYPES GRANTED BY DHSS](#)  
[1215.010.20 OUT OF STATE PROVIDERS \(OPL AND OPU\)](#)  
[1215.010.25 MILITARY BASE PROVIDERS \(MIL\)](#)  
[1215.020.00 PROVIDER REGISTRATION PROCESS](#)  
[1215.020.05 REGISTRATION AND RATE BEGIN DATES](#)  
[1215.020.05.05 REGISTRATION BEGIN DATES FOR LICENSE EXEMPT DHSS PROVIDERS](#)  
[1215.020.05.10 REGISTRATION BEGIN DATES FOR LICENSED EXEMPT](#)  
[1215.025.00 HEALTH AND SAFETY CERTIFICATION](#)  
1215.025.05 FIRE CODES –Deleted Section, Covered in Health and Safety Certification  
[1215.025.10 IMMUNIZATIONS](#)  
[1215.025.15 EXEMPTIONS FROM HEALTH AND SAFETY CERTIFICATION](#)  
[1215.025.20.05 PROCESS FOR USING THE FAMILY CARE SAFETY REGISTRY FOR BACKGROUND SCREENINGS](#)  
[1215.025.20.05.05 INITIAL APPLICATIONS FOR REGISTRATION WITH FCSR](#)  
[1215.025.20.05.10 USING FCSR FOR REGISTRATION RENEWALS](#)  
[1215.025.20.05.15 RESULTS OF BACKGROUND SCREENINGS COMPLETED BY FCSR](#)  
[1215.30.00 INELIGIBLE CHILD CARE PROVIDERS](#)  
[1215.050.00 PARENTS AS CHILD CARE PROVIDERS](#)

**FORMS AND INSTRUCTIONS**

N/A

**REFERENCE DOCUMENTS AND RESOURCES**

<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> 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
<b>FACES REQUIREMENTS</b> N/A