

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 30, 2012

M E M O R A N D U M

**What's Inside:**

New child care manual section on Disclosure & Confidentiality and manual revision – Interim Changes.

TO: ALL REGIONAL AND COUNTY CD AND FSD 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 INTERIM CHANGES AND NEW MANUAL SECTION ON DISCLOSURE AND CONFIDENTIALITY.

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions to the child care manual sections on *Interim Changes*, and the addition of a manual section *Disclosure and Confidentiality*. Primarily, language has been updated to clarify current policy related to Interim Changes. Also, new manual sections have been created to address Disclosure and Confidentiality as it relates to child care assistance information.

Children's Division and Family Support Division staff is instructed to review these sections when necessary to answer questions regarding interim changes and disclosure and confidentiality of child care information.

**NECESSARY ACTION**

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

**PDS CONTACT**

Lora Brown  
573-526-3467  
[Lora.K.Brown@dss.mo.gov](mailto:Lora.K.Brown@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**

[1200.015.00 DISCLOSURE AND CONFIDENTIALITY](#)

[1200.015.05 INFORMATION AVAILABLE TO THE EU](#)

[1200.015.10 INFORMATION AVAILABLE TO THE PUBLIC](#)

[1200.015.15 CONFIDENTIALITY OF THE CHILD CARE CASE FILE](#)

[1230.000.00 INTERIM CHANGES](#)

[1230.005.00 ADDING OR REMOVING A CHILD](#)

[1230.010.00 AUTHORIZATION EXTENSIONS](#)

[1230.015.00 CHANGE IN THE AGE OF A CHILD](#)

[1230.025.00 CHANGE IN THE SLIDING FEE](#)

[1230.030.00 CASE TRANSFER](#)

[1230.035.00 CASE CLOSINGS AND CANCEL CLOSINGS](#)

[1230.040.00 CHANGE IN PROVIDER'S STATUS](#)

[1230.040.05 REGISTERED TO CONTRACTED CHANGE IN STATUS](#)

[1230.040.25 REGISTRATION AND/OR HEALTH AND SAFETY CERTIFICATION](#)

[1230.045.05 PRIORITY REVIEWS](#)

**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