

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 3, 2012

**What's Inside:  
Changes to the  
Interview Summary  
and Action Notice  
forms for Child Care**

M E M O R A N D U M

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: CHANGES TO THE INTERVIEW SUMMARY AND ACTION  
NOTICE FORMS FOR CHILD CARE

DISCUSSION:

The purpose of this memorandum is to inform staff of the revisions made to the FA-150, Action Notice, and the FA-102, Interview Summary. The child protection clause and the change reporting requirements have been added to the FA-150. The change reporting requirements have also been added to the FA-102.

As a result of the revisions made to the FA-150 and the FA-102, the IM-3, Changes You Must Report form is no longer required for child care applications.

The policy manual sections, Setting Up a Case Record, Application Processing, Requests for Child Care Assistance, and Interview Procedures, have been updated to reflect these changes.

**NECESSARY ACTION**

1. Review this memorandum with all Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**PDS/MAS II CONTACT**

Lora Brown  
573-526-3011  
[Lora.K.Brown@dss.mo.gov](mailto:Lora.K.Brown@dss.mo.gov)

**PROGRAM MANAGER**

Marianne Dawson  
573-522-2294  
[Marianne.Dawson@dss.mo.gov](mailto:Marianne.Dawson@dss.mo.gov)

**CHILD CARE MANUAL REVISIONS**

[1205.000.00 SETTING UP A CASE RECORD](#)

[1220.010.00 APPLICATION PROCESSING](#)

[1220.010.05 REQUESTS FOR CHILD CARE ASSISTANCE](#)

[1220.010.20 INTERVIEW PROCEDURES](#)

**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 - N/A

Social Connections - N/A

Knowledge of Parenting and Child Development - N/A

Concrete Support in Times of Need – N/A

Social and Emotional Competence of Children - N/A

**FACES REQUIREMENTS**

N/A