

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 23, 2013

M E M O R A N D U M

What's Inside:Policy update
regarding subsidy
case closures.

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: POLICY UPDATE REGARDING SUBSIDY CASE CLOSURE
DATES IN FACES

DISCUSSION:

The purpose of this memorandum is to provide information to staff regarding a policy language clarification that has been made in the Child Welfare Manual regarding the closure date for subsidy cases in FACES.

Policy has been updated to clarify case closure via the Function Closing screen within the Alternative Care Client Information screen in FACES. The screen should be updated to reflect closure the last day of the birth month of the youth's 18th birthday, if services are not continued past age 18. If services are continued past age 18, the closure date should coincide with the closure date of the subsidy. All services must be terminated as of the youth's 21st birthday.

NECESSARY ACTION

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

PDS CONTACT

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PROGRAM MANAGER

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CHILD WELFARE MANUAL REVISIONS

Child Welfare Manual – Section 4.30.9 – [Termination of the Subsidy Agreement](#)

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 N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children
FACES REQUIREMENTS N/A