

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 11, 2013

**What's Inside:
Changes
Affecting Child
Care Absences
and Holidays
Policy**

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 AFFECTING CHILD CARE ABSENCES AND
HOLIDAYS POLICY

DISCUSSION:

The purpose of this memorandum is to advise Children's Division and Family Support Division staff of changes to the Child Care Assistance Manual.

Section [1225.020.00 ABSENCES AND HOLIDAYS](#) has been changed to clarify when child care payments for absences and holidays can be made. The policy clarification disallows a child care provider from invoicing and being paid for a child for a service month in which actual service was not provided to the child.

Section [1210.020.15.50 CONTINUITY OF CARE](#) has been added to clarify when child care authorizations may be continued in certain circumstances.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review revised Child Care Assistance 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 CARE ASSISTANCE MANUAL REVISIONS 1225.020.00 ABSENCES AND HOLIDAYS 1210.020.15.50 CONTINUITY OF CARE
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 Concrete Support in Times of Need – Yes
FACES REQUIREMENTS N/A