

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 20, 2013

What's Inside: FSD Child Care Assistance Program Training Requirements

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 F. CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: FAMILY SUPPORT DIVISION CHILD CARE ASSISTANCE
PROGRAM TRAINING REQUIREMENTS

DISCUSSION:

The purpose of this memorandum is to advise Family Support Division (FSD) staff of changes to the Child Care Assistance Program training requirements for Eligibility Specialists and Eligibility Specialist Supervisors.

The FSD, which administers the Child Care Assistance Program for Income Maintenance households, has provided Eligibility Specialists and Supervisors access to online Child Care Assistance Training through the FSD Training Unit Intranet since September 1, 2011, at http://dssweb/fsd/training/IM/im_online/course_catalogs/child-care.html. New FSD employees working with the Child Care Assistance Program are required to complete this training. After completion of the online Child Care Assistance Training with a 70% or above accuracy rate, all new employees working with the Child Care Assistance Program are required to attend in-person Basic Child Care Orientation Training.

Effective April 1, 2013, Eligibility Specialists and Supervisors will be required to retake the online Child Care Assistance Training every **two years** after initial completion. Staff scoring below 70% accuracy on the online training, as tracked through the DSS Employee Learning Center, will be required to retake the in-person Basic Child Care Orientation training.

Staff may retake the online Child Care Assistance Training at anytime. Supervisors may require staff to retake the online Child Care Assistance Training or in-person Basic Child Care Orientation training as needed.

In conjunction with policy and training, a Case Reference Guide (CRG), located at <http://dssweb/fsd/training/IM/crg/childcare/index.html>, is available for staff use.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Toni Sutherland 573-522-8150 Toni.Sutherland@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Case Reference Guide	
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 – Yes Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	