

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 26, 2013

**What's Inside:
Changes
Affecting the
Verification of
Need 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 AFFECTING THE VERIFICATION OF NEED FOR
CHILD CARE

DISCUSSION:

The Child Care Assistance Manual has been changed as indicated at the sections below. In addition, all of these sections have been changed to indicate that, from this date forward, hard copy documentation is the **required** method of verification.

Section [1210.020.15.05 VERIFICATION OF NEED](#) has been changed to clarify the type of documentation considered acceptable verification of participation in an eligible need component.

Section [1210.020.15.10 VERIFICATION OF EMPLOYMENT](#) has been changed to clarify and expand the type of documentation considered acceptable verification of a participant's employment.

Section [1210.020.15.15 VERIFICATION OF EDUCATION OR TRAINING](#) has been changed to clarify the type of documentation considered acceptable verification of a participant's participation in education or training.

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 Toni Sutherland 573-522-8150 Toni.Sutherland@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE ASSISTANCE MANUAL REVISIONS 1210.020.15.05 VERIFICATION OF NEED 1210.020.15.10 VERIFICATION OF EMPLOYMENT 1210.020.15.15 VERIFICATION OF EDUCATION OR TRAINING	
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 – Yes Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	