

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 24, 2013

What's Inside:
**Addition of
Glossary to
Child Care
Manual**

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: Child Care Manual Glossary

DISCUSSION:

A glossary of terminology commonly used with the core program and support service operations associated with the Child Care Assistance Program has been added to the Child Care Manual. This terminology is wide-ranging in scope and covers a variety of child-care related topics, such as policy, providers, parents, stakeholders, prevention, compliance, payments, etc. Staff are encouraged to review the Glossary at section [1255.000.00](#) of the Child Care Manual to become familiar with any unknown terminology.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review new Child Care Manual chapter 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
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CHILD CARE MANUAL REVISIONS

[1255.000.00 GLOSSARY](#)

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
FACES REQUIREMENTS N/A