

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 28, 2014

**What's Inside:**

**Hand-Up Pilot  
Child Care  
Assistance  
Program**

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION AND  
FAMILY SUPPORT DIVISION STAFF

FROM: TIM DECKER, DIRECTOR  
CHILDREN'S DIVISION  
ALYSON CAMPBELL, DIRECTOR  
FAMILY SUPPORT DIVISION

SUBJECT: Initiation of the Hand-Up Pilot Child Care Assistance Program

DISCUSSION:

[Missouri Revised Statute 208.053](#) created the "Low-Wage Trap Elimination Act" to "more effectively transition persons receiving state-funded child care subsidy benefits", allowing voluntary participants to continue to receive child care subsidy benefits while sharing in the cost of these benefits by paying a premium. This legislation is being implemented January 1, 2014, as the Hand-Up Pilot Program, in an urban child care center caring for over 300 children in Jackson County (Operation Breakthrough) and a rural child care center in Cape Girardeau County (Community Day School).

To be eligible to participate in the Hand-Up Pilot Program, applicants must have been receiving full (traditional) child care benefits continuously for at least four (4) months prior to January 1, 2014, have become ineligible for traditional child care due to an increase in income, not be eligible for or receiving transitional (either tier 1 or 2) child care, agree to place their child at the child care facility in Jackson or Cape Girardeau County selected to participate in the pilot program, and pay part of the cost of care per child as a premium. This premium is a percentage of the recipient's excess adjusted gross income over the maximum allowable monthly income for the applicable family size for the receipt of child care benefits. The family may continue to receive child care under the Hand-Up Pilot Program until their premium equals the amount of their child care benefit.

Due to the nature of this program, no actions associated with the Hand-Up Pilot Project can be entered into the FAMIS system. Therefore, all recruitment, intake, eligibility determination, child authorizations, etc. will be conducted by designated staff in the Children's Division Central Office. Central Office staff will identify eligible households in Jackson and Cape Girardeau Counties via monthly data runs.

All transactions with selected child care providers will also be conducted by the Children’s Division Central Office staff because payment transactions cannot be processed via the on-line invoicing system. Invoices must be prepared by hand and submitted monthly for payment.

Section [1260.000.00 HAND-UP PILOT PROGRAM](#) has been added to the Child Care Assistance Manual and explains in detail how the program is to be conducted. The [Hand-Up Pilot Program Child Care Assistance Fact Sheet \(CD HU-FS1\)](#) is also available for review and dissemination to anyone indicating interest in the program.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division and Family Support Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. Provide the Hand-Up Pilot Program Child Care Assistance Fact Sheet (CD HU-FS1) to any individual asking about the program.</li> <li>4. Clear all questions through normal supervisory channels and direct them to:</li> </ol>	
<b>PDS CONTACT</b> Toni Sutherland 573-522-8150 <a href="mailto:Toni.Sutherland@dss.mo.gov">Toni.Sutherland@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Brenda LaBella 573-751-6793 <a href="mailto:Brenda.L.LaBella@dss.mo.gov">Brenda.L.LaBella@dss.mo.gov</a>
<b>CHILD CARE MANUAL REVISIONS</b>	
<a href="#">1260.000.00 HAND-UP PILOT PROGRAM</a>	
<b>FORMS AND INSTRUCTIONS</b>	
N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
<a href="#">Hand-Up Pilot Program Child Care Assistance Fact Sheet (CD HU-FS1)</a>	
<b>RELATED STATUTE</b>	
<a href="#">208.053 RSMo</a>	
<b>ADMINISTRATIVE RULE</b>	
<a href="#">13 CSR 35-32.040 HAND-UP PILOT PROGRAM</a>	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>	
N/A	
<b>PROTECTIVE FACTORS</b>	
Parental Resilience Concrete Support in Times of Need	
<b>FACES REQUIREMENTS</b>	
N/A	