

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

**What's Inside:**  
**Verification of**  
**Child Care**  
**Need and**  
**Employment**

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: VERIFICATION OF CHILD CARE NEED AND EMPLOYMENT

DISCUSSION:

The purpose of this memorandum is to inform staff that hard copy is no longer the required method of verification for child care need. Need for care can be verified by any of the following methods:

- Employment Verification Form (FA-311)
- Wage Stubs
- The Work Number
- Telephone call to the employer/school/training program, etc.
- Statement from the employer, written on company letterhead
- Class schedule
- Letter from school, stating enrollment dates, class schedule, etc.

A detailed comment should be made on the CCNEED (FMAC) screen in FAMIS to document how the need for child care was verified.

**Employment:**

Hard copy is no longer the only way to verify employment. Employment can be verified by any of the following methods:

- Employment Verification Form (FA-311)
- Wage Stubs
- The Work Number
- Telephone call to the employer
- Statement from the employer, written on company letterhead

Verification of Employment should include the participant's wages as well as their work schedule, to support authorization to the provider. If the verification received contains enough information for a reasonable person to determine the work schedule (wages and schedule/hours worked), an authorization can be entered without having to request additional verification of work schedule

A detailed comment should be made on the Income (FMX0) screen in FAMIS.

If employment verification is not sufficient to support an authorization to a provider in FAMIS, the [CD202 Child Care Schedule Verification](#) form can be used to verify work schedule.

<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 Care Subsidy sections as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS/MAS II CONTACT</b> Lisa Schroeder 573-751-6793 Lisa.M.Schroeder@dss.mo.gov	<b>PROGRAM MANAGER</b> Marianne Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov
<b>CHILD CARE ASSISTANCE PROGRAM MANUAL REVISIONS</b> <a href="#">1210.020.15.05 VERIFICATION OF NEED</a> <a href="#">1210.020.15.10 VERIFICATION OF EMPLOYMENT</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">CD202 Child Care Schedule Verification</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> 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 N/A

Social and Emotional Competence of Children N/A

**FACES REQUIREMENTS**

N/A