

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside:

CCPRU update

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
PAT LUEBBERING, DIRECTOR, DIVISION OF FINANCE AND
ADMINISTRATIVE SERVICES.

SUBJECT: CHILD CARE PROVIDER RELATIONS UNIT AND TRANSITION
OF CHILD CARE PAYMENT PROCESSING TO DIVISION OF
FINANCE AND ADMINISTRATIVE SERVICES.

DISCUSSION:

The purpose of this memorandum is to inform staff of a change that has occurred within the Children's Division, Child Care Provider Relations Unit. The Child Care Provider Relations Unit has separated into a Child Care Provider Registration Unit, managed by the Early Childhood Preventative Services Section of the Children's Division (ECPSS) and a Child Care Payment Unit managed by the Division of Finance and Administrative Services (DFAS).

Child Care Provider Registration Unit

The Child Care Provider Registration Unit is located in Jefferson City and is responsible for processing all child care provider registrations and registration renewals, provider contract information, provider address changes, as well as any changes that affect the child care provider's status as a registered or contracted child care provider. If an individual has questions regarding being registered or contracted to provide child care services to subsidy eligible children, they should be directed to the Child Care Provider Registration Unit.

Children's Division
Child Care Provider Registration Unit
PO Box 88
Jefferson City, MO 65103
Phone: 573-526-3011
Email: CD.AskCCPRU@dss.mo.gov
Or CD.AskECPS@dss.mo.gov

Child Care Payment Units

There are three offices responsible for Child Care payment functions; Jefferson City, St. Louis, and LINC Subsidy Services in Kansas City. The Child Care Payment units assist child care providers with all payment inquiries. Payment inquiries may include, but are not limited to, child care vendor invoices, payment resolution requests, and child care claims and/or overpayments.

The St. Louis Child Care Payment Unit is responsible for assisting with payment inquiries from child care providers located in St. Louis City and St. Louis County.

St. Louis Child Care Payment Unit
4411 N Newstead Ave
St. Louis, MO 63115
Phone: 314-877-2232
Email: CD.ASKSTLCCPRU@dss.mo.gov

The LINC Subsidy Services office located in Kansas City, MO is responsible for assisting with payment inquiries from child care providers located in Cass, Clay, Jackson, Platte, and Ray counties.

LINC Subsidy Services
3100 Broadway St, Ste 1100
Kansas City, MO 64111
Phone: 816-889-5050

The Child Care Payment Unit located in Jefferson City is responsible for assisting with payment inquiries from child care providers located in all other counties throughout the state, except for those counties served by the St. Louis Child Care Payment Unit and LINC.

Jefferson City Child Care Payment Unit
PO Box 1643
Jefferson City, MO 65102
Phone: 573-522-1385
Email: CD.ASKCCOIS@dss.mo.gov (online invoice help desk)

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Review revised Child Care Subsidy sections as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

Melissa Wolfe
573-522-9095
Melissa.Wolfe@dss.mo.gov

PROGRAM MANAGER

Marianne Dawson
573-751-6793
Marianne.A.Dawson@dss.mo.gov

CHILD CARE ASSISTANCE PROGRAM MANUAL REVISIONS

N/A

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