

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 18, 2015

M E M O R A N D U M

What's Inside:

FY'15 Child Care
Assistance
Program audit

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: TIM DECKER, DIRECTOR
CHILDREN'S DIVISION
JULIE GIBSON, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: FISCAL YEAR 2015 STATEWIDE SINGLE AUDIT FOR THE
CHILD CARE ASSISTANCE PROGRAM

DISCUSSION:

The purpose of this memorandum is to inform staff the Child Care Assistance program will be audited by the State Auditor's Office (SAO) for State Fiscal Year 2015. Continuous program reviews and audits are an integral part of ensuring program integrity. We believe it is imperative to communicate the value of the work conducted by Department of Social Services (DSS) staff on behalf of our families and child care providers, demonstrating our ongoing efforts to operate the program with efficiency, integrity, and accountability.

2015 Audit File Request

Child Care program and policy staff will contact local management for Children's Division case files and the FSD Audit Liaison for the Income Maintenance case files, to request selected cases. The official case file must be submitted with the file checklist that has been designed for Income Maintenance, Protective Services, and Child Care Provider case files.

A thorough review of the case file and completion of the file checklist will assist in an accurate and timely review of files. Any missing documentation must be found and submitted with the file.

The supervisor must review the case file to ensure all available documentation has been included, prior to sending the file to the Early Childhood and Prevention Services Section (ECPSS).

All case files must be submitted within 10 business days of the request date. If a file has been transferred, Family Support Division (FSD)/Children's Division (CD) staff are to coordinate with the transfer county to have the file submitted. If a case file is found to be missing or to have missing documentation, staff is to notify ECPSS immediately. Staff will need to document steps taken to find the missing file or documentation.

Note: The expectation is that all documentation will be with the case file and will be sufficient to support the eligibility and authorization of child care assistance upon submission. Audit reviews are time sensitive and it is imperative staff follow the instructions on the file checklist so files can be reviewed and returned to the field in a timely fashion.

Case Files

FSD/CD staff should ensure the following:

- Locate the original file, review the file, verify supporting documentation and comments are included, and complete the file checklist.
- Ensure requested documentation is in the file.
- Complete the file checklist and submit with the file.
- The supervisor must review the case file to ensure all available documentation has been included, prior to sending the file to the Early Childhood and Prevention Services Section (ECPSS).
- Coordinate with program and policy staff in resolving audit issues.

Child Care Provider Relations Staff should ensure the following:

- Locate the original case file, review the file, verify supporting documentation is included, and complete the file checklist.
- Use the "Request for Attendance Record" form (CD-177) when requesting records from child care providers.
- Ensure requested documentation is in the file.
- Complete the checklist and submit with the file.
- The supervisor must review the case file to ensure all available documentation has been included, prior to sending the file to the Early Childhood and Prevention Services Section (ECPSS).
- Coordinate with program and policy staff in resolving audit issues.

New Audit Case File Coversheet

The audit case file coversheet should be submitted with each case file for Income Maintenance, Protective Services, and Child Care Providers. This coversheet specifies the audit sample number, the case file name, where to send the file and where and how the local office wants the file returned.

The above information is being shared in an effort to make staff aware of the expectations regarding on-going reviews and audits. Supervisors are encouraged to share and discuss this information with the staff.

NECESSARY ACTION

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. Use the memorandum as a reference, if your case is selected.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

Melissa Wolfe
573-522-9095
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PROGRAM MANAGER

Marianne Dawson
573-751-6793
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CHILD CARE MANUAL REVISIONS

N/A

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

[Protective Services Child Care File Checklist](#)
[Income Maintenance Child Care File Checklist](#)
[Income Maintenance Child Care File Checklist Instructions](#)
[Child Care Provider File Checklist](#)
[Audit Case File Coversheet](#)

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-Yes
Social Connections-No
Knowledge of Parenting and Child Development-No
Concrete Support in Times of Need-Yes
Social and Emotional Competence of Children-No

FACES REQUIREMENTS

N/A