

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 23, 2015

What's Inside:
Child Care
Improper
Payment
Review

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
JULIE GIBSON, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: Child Care Subsidy Improper Payment Review

DISCUSSION:

The Office of Child Care (OCC) initiated the Measuring Improper Payments in Child Care Project as a result of the Improper Payments Information Act of 2002. This project requires all states and territories to conduct standardized reviews of a sample of cases and report error rates in the expenditures of the Child Care and Development Fund (CCDF) grant funds every three years. Missouri is preparing for its **third** review.

The period of review will be for Federal Fiscal Year 2015, October 1, 2014 through September 30, 2015. The Children's Division, Early Childhood and Prevention Services Section (ECPSS) will sample 276 child care subsidy cases, from both the Children's Division and the Family Support Division.

Cases will be reviewed to determine if child care policy and procedures were implemented correctly. The review will verify all required documentation is available to support the child's eligibility and determine if authorizations were made correctly.

ECPSS staff will conduct a 1st level review of each case. The Division of Finance and Administrative Services, Compliance and Quality Control Unit (CQCU) will conduct a 2nd level review of no less than 25% of all cases reviewed at the 1st level, to ensure the review process is consistent with policy and that there is consistent interpretation in what is considered an error.

In the coming weeks and months, requests for Children's Division case files will be sent by email, to the Region Director in the area where a case is located. The Region Director should disseminate the request to the appropriate staff to ensure that case files are reviewed and submitted to the ECPSS within ten (10) days of the request.

Requests for Family Support Division case files will be requested by email from the Family Support Division as needed. Family Support Division staff shall ensure that case files are reviewed and submitted to the ECPSS within ten (10) days of the request.

Field staff shall ensure all documentation is in the case record to support the eligibility, authorization and payment for the service month and the child being reviewed. A thorough review of the case file and completion of the file checklist, indicating required documentation is present in the file, will assist in an accurate and timely review of files. Any missing documentation **must** be found and submitted with the file. A checklist will be included with the request for cases.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS/MAS II CONTACT Lisa Schroeder 573-751-4031 Lisa.M.Schroeder@dss.mo.gov	PROGRAM MANAGER Marianne Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov
CHILD CARE SUBSIDY 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 (Link applicable factors and enter N/A if not applicable.) N/A	
FACES REQUIREMENTS N/A	