

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 9, 2016

What's Inside:

Additional  
field added to  
FM30  
(CCAUTH)

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: CD206 FIELD ADDED TO FM30 (CCAUTH) IN FAMIS

DISCUSSION:

On June 12, 2016 a new field will be added to FM30 (CCAUTH) in FAMIS. The new field will prompt the Eligibility Specialist (ES) to verify the Child to Provider Relation form (CD206) has been completed and signed to verify relationship when the child and provider are related within the third degree. When entering a child care authorization and a relationship is added in the REL CHILD field identifying a child as related to the child care provider, the CD206 field will be a mandatory field with a "Y" for the answer. If the REL CHILD field identifies a child as related and "N" is entered in the CD206 field, the error message: **BBE5K\_BE: Auth not Allowed until CD-206 has been signed** will display and the authorization will not be allowed.

The Child to Provider Relation form (CD-206) must be completed when it is indicated that the child(ren) and the Child Care Provider are related within the third degree. The CD-206 must be signed by the parent **and** the provider and kept with the official case record of the household. The parent and/or provider will be held accountable for completing the form correctly and will be required to provide verification of relationship (birth certificates, marriage licenses, etc.) upon request. Children related to the provider within the third degree are not considered when determining the number of children in care when a child care provider is not licensed with the Department of Health and Senior Services (DHSS), Section for Child Care Regulation (SCCR). Relationships within the third degree include siblings (if not residing in the same home), nephews (not great), nieces (not great), grandchildren and great grandchildren.

**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/MAS II CONTACT**

Lisa M Schroeder  
 573-751-4031  
 Lisa.M.Schroeder@dss.mo.gov

**PROGRAM MANAGER**

Marianne A 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**

[1220.025.20 CHILD TO PROVIDER RELATIONSHIP](#)  
[Table of Consanguinity](#)

**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.)

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