

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 12, 2016

What's Inside:

**New Letter for
Child Status
(FM3P/CHSTATUS)
Screen**

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: New Letter for Child Status Screen

DISCUSSION:

When a Child Care Subsidy case is approved and the child is not immediately authorized to a provider, a FA150 is generated to the head of household informing them the child has been approved but there is no child care provider. The child displays on CHSTATUS (FM3P) with a code of H (Hold) for 30 days. After 30 days, if the child has not been authorized to a child care provider, FAMIS updates the Child Status field to W (Waiting List) and Wait List field to LP (Lack of Provider).

Effective June 5, 2016 when FAMIS updates the child's status from H to W/LP, a FA601 will be generated to the head of household reminding them the child is still on a waiting list because the child has not been authorized to a provider. The letter informs the head of household that if care is needed they should contact the FSD Call Center at 1-855-373-4636 with the child care provider information.

NECESSARY ACTION

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

Justin Logan
573-751-2037
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PROGRAM MANAGER

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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.) 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