

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

NOVEMBER 8, 2016

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND FAMILY SUPPORT DIVISION  
STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION  
PATRICK LUEBBERING, DIRECTOR, FAMILY SUPPORT  
DIVISION

SUBJECT: Interface Screen to Show Child Care Client Claim

DISCUSSION:

Child Care Subsidy policy requires that prior to approving a Child Care Subsidy application, the eligibility specialist must determine if an applicant has an outstanding Child Care Subsidy (recipient claim) balance and whether or not he/she is in compliance with repaying the claim. A system change in the Family Assistance Management Information Systems (FAMIS), on the Select Interface (FMK0/INTRFACE) screen, will allow an eligibility specialist to quickly identify if an applicant has an outstanding Child Care Subsidy claim. If a claim exists, a prompt is now available to route the eligibility specialist directly to the Claims Accounting and Restitution System (CARS).

The eligibility specialist will determine if an applicant has a Child Care Subsidy claim on the Select Interface (FMK0/INTRFACE) screen. The system change will indicate a "N" or "Y" for active Child Care Subsidy claims. If the screen shows a "Y", the eligibility specialist will prompt to CARS by selecting F14 to determine if the applicant has an outstanding balance.

In the CARS, screens will appear that list the details for a specific claim. If the "Program" field lists either a 17 (Child Care – At Risk) or 18 (Child Care – Block Grant),, the applicant has a Child Care Subsidy claim. If the applicant has an outstanding balance (an amount greater than \$0.00), contact the Claims and Restitution Unit (C&R) at (800) 877-1379 to determine if the applicant is in compliance.

C&R will advise if the applicant is in compliance. If the applicant is determined not to be in compliance, allow the applicant until the end of the application period to make payment on claim. Pend the application for 10 days or until the 15<sup>th</sup> day of the application, whichever is greater. It is required the applicant be sent a Request for

Information advising him/her to contact C&R to discuss the outstanding balance. Provide C&R's contact information (800) 877-1379 in the Request for Information.

When the Request for Information expires on the 10<sup>th</sup> day or the 15<sup>th</sup> day of the application, whichever is greater, the eligibility specialist **MUST** check FAMIS for a comment made by the Program Integrity Unit (PIU) in the Eligibility Unit Member Role (FM3Z/EUMEMROL ) screen. PIU will make a comment in FAMIS if the applicant is in compliance with repaying the claim.

Contact C&R at (800) 877-1379 with any questions relating to compliance issues or CARS.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division and Family Support Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Justin Logan 573-751-2037 <a href="mailto:Justin.c.logan@dss.mo.gov">Justin.c.logan@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Marianne Dawson 573-522-2294 <a href="mailto:Marianne.A.Dawson@dss.mo.gov">Marianne.A.Dawson@dss.mo.gov</a>
<b>CHILD CARE SUBSIDY MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Checking for Child Care Subsidy Claim from Select Interface Screen</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	