

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 27, 2016

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY FAMILY SUPPORT DIVISION
STAFF

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

SUBJECT: CHILD CARE SUBSIDY MANUAL

DISCUSSION:

Effective January 1, 2017, eligibility specialists with the Family Support Division will use the new Child Care Subsidy manual. The new Child Care Subsidy manual outlines policy specific to determining eligibility for Child Care Subsidy. Staff will begin applying the new policies described in the Child Care Subsidy manual to applications, reapplication and any reported changes effective January 1, 2017. Any applications, reapplications or reported changes dated before January 1, 2017, refer to the original [Child Care manual](#).

The new Child Care Subsidy manual contains multiple changes to the implementation of the Child Care Subsidy program required by the federal Reauthorization Act of 2014; however some changes are policy changes made by the Early Childhood and Prevention Services Section to ensure equal access and to prevent barriers for families receiving Child Care Subsidy. The policies are family friendly and assist children who need to be in a safe, learning environment. Below are some descriptions of the major changes:

Interviews

- Interviews will only be required when an initial application is received, unless:
 - all required verification to make an eligibility determination is with the application, or

- the applicant has had an active Child Care Subsidy case within the last twelve (12) months.

Education as a Valid Need

- If a parent is using post-secondary education as a valid need, the parent may receive Child Care Subsidy as long as they are participating in post-secondary education. Previously, a parent was limited to four years of Child Care Subsidy when using post-secondary education as a valid need.
- A parent enrolled in online education may qualify as a valid need. It is not required for the parent to attend class at a specific time for an online class to count as a valid need.

Homeless Families

- Homeless families who are participating in a community based program designed to eliminate the homeless situation are eligible for Child Care Subsidy. When a family is determined to be homeless as a valid need, children can be authorized for up to 23 fulltime units of care if the child is not school-aged.

12 Month Authorizations

- Authorizations must be entered for the entire eligibility period. The Reauthorization Act of 2014 requires families to receive Child Care Subsidy for 12 months at a time. The Family Assistance Management Information System (FAMIS) will allow an eligibility specialist to enter future authorizations, as well as multiple authorizations over a period of one year.

Simplified Reporting

- Eligibility units are only required to report very few, very specific changes that may affect the Child Care Subsidy eligibility. When changes are reported during the Child Care Subsidy eligibility period for other Income Maintenance cases, the FAMIS will disregard the action for Child Care Subsidy if the change reduces the benefit, unless it is a change that requires a closing action. If the benefit will increase as a result of the change, the FAMIS will act on the change.
- Simplified reporting allows a 13 year old child without special needs to continue receiving benefits until the end of the EU's eligibility period, when the child turns 13 during the eligibility period.

Child Care Subsidy Claims

- An entire new section for Child Care Subsidy claims is now available in the manual.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division and Family Support Division staff.
2. Review the entire new Child Care Subsidy Manual for all changes.
3. Begin using the new manual for all Child Care Subsidy applications dated January 1, 2017 and after.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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CHILD CARE SUBSIDY MANUAL REVISIONS

[Child Care Subsidy Manual](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

- [Appendix 1 Glossary](#)
- [Appendix 2 Sam Pratt’s Law](#)
- [Appendix 3 Traditional Income Guidelines](#)
- [Appendix 4 Transitional Child Care Level 1 Guidelines](#)
- [Appendix 5 Transitional Child Care Level 2 Guidelines](#)
- [Appendix 6 Transitional Child Care Level 3 Guidelines](#)
- [Appendix 7 FAMIS Income Code Chart](#)
- [Appendix 8 Table of Consanguinity](#)

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