

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 24, 2017

What's Inside:
Job Search
MEMO
Correction and
Clarification

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
PAT LUEBBERING, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: JOB SEARCH AND CHILD'S AUTHORIZATION CLARIFICATION

DISCUSSION:

The purpose of this memo is to clarify contradicting information between a memorandum and All About Child Care. In Memorandum [CD16-38/OEC16-04 Change in Job Search as a Valid Need for Child Care Subsidy](#) issued July 5, 2016, policy states as below:

A child's authorization should remain at the same units of authorization during the job search period, as was authorized prior to the job search. Exception: if a child is authorized for evening units of care, the evening care should be closed and a new authorization entered for the same number of daytime units of care.

Example: Jane Smith was employed at ABC Company on the 2nd shift. Her child, Joe, was authorized for 23 half time evening units of care. Joe's authorization for evening units of care would need to be end dated and a new authorization entered for 23 half time day units of care would need to be entered.

The Early Childhood and Prevention Services Section is issuing a policy clarification that when a household member uses Job Search as a valid need, the eligibility specialist needs to authorize up to 23 fulltime day units of care. An eligibility specialist may need to update the authorized units of care. Take into consideration any child's school schedule when adjusting child care authorizations.

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

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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