DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 07, 2018

M E M O R A N D U M

What's Inside:
Introduction of Child Care Simplified Reporting Override

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

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

SUBJECT: CHILD CARE SIMPLIFIED REPORTING OVERRIDE
DISCUSSION:

In 2016, the Early Childhood and Prevention Services Section implemented Simplified Reporting for the Child Care Subsidy program. The Family Assistance Management Information System (FAMIS) made changes to disregard any action that would decrease a family's Child Care Subsidy benefit until the next eligibility determination. However, FAMIS changes were not made to allow for correction to cases with an incorrect benefit level when the correction would cause a decrease in the benefit level.

A new screen, Child Care Simplified Reporting Override (FMDM/SFOVRIDE), will allow staff with the correct security profile to override the disregard programmed in FAMIS.

To complete an override in FAMIS on a Child Care Subsidy case, you will:

1. Go to the Child Care Simplified Reporting Override (FMDM/SFOVRIDE) screen.
2. Tab to the Reason field.
3. Prompt into the reason field by entering = F4.
4. Select the appropriate reason for the Child Care Subsidy override. Below is an explanation of each code:
   A. **AGE - Wrong Age of Child**
      Child determined was ineligible age and should not be eligible

   B. **AMT - Incorrect monthly income entered**
      Incorrect monthly income entered in correct budget month

C. COMP - Household Composition incorrectly determined
At time of determination, the household composition was incorrectly determined

D. EBUD - Incorrect Medical Expense budgeted
Medical expense entered and there is no medical expense

E. EXP - Incorrect monthly medical expense entered
Incorrect monthly medical expense entered

F. IBUD - Incorrect income budgeted
Income entered incorrectly or not entered at time of determination

G. OTH - Other
Please explain in detail

5. On the Command line, enter "A" and press control.
6. Enter a comment explaining the reason for the Child Care Subsidy override.
7. Select F20=EDRES to authorize the case.

NECESSARY ACTION	
1. Review this memorandum with all 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 Justin.C.Logan@dss.mo.gov	**PROGRAM MANAGER** Marianne Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov
CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	