DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 23, 2018

M E M O R A N D U M

**What's Inside:
Policy and
process
change for
homeless
families**

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR, CHILDREN'S DIVISION
PAT LUEBBERING, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: HOMELESS POLICY AND PROCESS CHANGE FOR
ELIGIBILITY UNITS

DISCUSSION:

As of October 1, 2016, an eligibility unit may qualify for Child Care Subsidy when they are homeless. When the eligibility unit is homeless and participating in a community based program designed to assist individuals and families in eliminating the homeless situation, homelessness may be used as a valid need for child care.

The Early Childhood Section has adopted the McKinney-Vento definition of homeless. Homeless is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence.

Eligibility units who claim homelessness as a need for child care must be participating in activities that are designed to assist individuals and families in eliminating the homeless situation. Eligibility specialists must verify the eligibility unit participates in activities with the community based program. Verification may include, but is not limited to, hard copy or collateral contact verification or with a telephone call to the community organization to verify the participation.

The definition of a community organization is any organization serving the homeless that offers social services and other resources to families in need. These organizations may be, but are not limited to, homeless shelters with case managers or domestic violence shelters.

Beginning August 28, 2018, child care providers caring for children approved for Child Care Subsidy based on homelessness as a valid need will receive a rate differential and the eligibility unit will not be required to pay a sliding fee. The

rate differential is an increase of twenty-five percent (25%) over the base rate for the child care provider to care for a child in a homeless eligibility unit.

In FAMIS, the Child Care Need (FMAC/CCNEED) screen requires each parent in the eligibility unit to have the homeless (HML) code entered as the reason for the need. If an Eligibility Specialist puts in client statement (CS) as the verification code, FAMIS pends for verification. Acceptable verification codes entered in the Child Care Need (FMAC/CCNEED) screen are hard copy (HC), collateral contact (CC), and telephone call (TC). If the eligibility unit consists of more than one parent, each parent must use the homeless (HML) code in FAMIS.

In addition to the parent needing the HML code in FAMIS, a code will need to be entered for each child under their individual need. Each child in the eligibility unit will have the homeless child (HMC) code entered as the reason for the need. If an Eligibility Specialist puts in client statement (CS) as the verification code, FAMIS pends for verification. Acceptable verification codes entered in the Child Care Need (FMAC/CCNEED) screen are hard copy (HC), collateral contact (CC), and telephone call (TC). If the eligibility unit consists of more than one child, each child must have the homeless child (HMC) code in FAMIS.

When homelessness (HML) is no longer the eligibility unit's need for child care, the eligibility specialist will need to end the HMC code under each child to prevent an ongoing rate differential when the eligibility unit is no longer eligible for the rate differential.

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 2010.050.35 Homeless Families	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	