

INTRODUCING THE CHILD CARE ONLINE INVOICE SYSTEM

Beginning December 1, 2004, you may register to submit your child care attendance via the internet. The Child Care Online Invoice System (CCOIS) is available for all child care providers who do business with the Family Support Division. If you register for this service, you receive your monthly invoices and you submit child attendance through the internet each month. By using this service, you eliminate the mail time to receive and submit your monthly child care invoices.

The CCOIS contains written instructions, a video tutorial, and Answers to Frequently Asked Questions (FAQ) to guide you through the system.

In order to use this new service, you MUST have:

- Access to the Internet,
- A valid email address,
- A valid DVN/Provider Number and Payment Agreement with the Department of Social Services,
- A verified Tax Identification Number or Social Security Number, and,
- Subsidy eligible children authorized for care with you,

To access the CCOIS, go to the Department of Social Services Home Page at www.dss.mo.gov and click on the Child Care Online Invoicing icon in the lower right corner of the page.

After you submit your child attendance on the web site, your payment is mailed to you within five business days. You may call the Family Support Division Information Line at 1-800-392-1261 the day after you submit attendance to verify your payment date and payment amount.

If your child care payments are made by direct deposit, your payment is available within five business days.

To sign up for Direct Deposit, request a form IM-20, Agreement for Direct Deposit, from your local Family Support Division office. Complete the form, attach your bank verification, and return it to your local Family Support Division Office.

THE FIRST DAY YOU CAN REGISTER TO USE THE CCOIS IS DECEMBER 1, 2004. ONCE YOU REGISTER, YOU WILL NO LONGER RECEIVE PAPER INVOICES THROUGH THE MAIL. THE FIRST DAY YOU MAY ENTER CHILD ATTENDANCE THROUGH THE CCOIS IS JANUARY 1, 2005.