



# Practice Alert

## SUBSIDY RECORDS

The purpose of this Practice Alert is to remind staff that workers completing subsidy paperwork are required to keep a copy of all submitted subsidy paperwork. This includes the following:

- The Original Subsidy Agreement,
- Subsidy Amendments/Attachments, and
- Supporting documentation for subsidy services (Special Maintenance, Residential Treatment, Respite Services, etc.)

When a subsidy is approved and entered into FACES, Contract Management will mail a copy of the page containing the Director's signature to the worker. The worker is to put this copy with their original copy so that they have a complete approved original subsidy.

Policy states staff are to provide the Guardianship family and the Adoptive family with a copy of the *approved* subsidy agreement. This should be completed in a timely manner.

Workers should maintain a copy of all subsidy documents in their subsidy record. When a family moves or a case is transferred to another worker (either within the Children's Division or transferred to the Children's Division from a Contracted Case Manager) the complete approved subsidy and any completed amendments/attachments should be contained in the subsidy record. If the complete subsidy is not in the record the case should not be accepted for transfer.

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