



Practice Points

ELECTRONIC SUBMISSION OF EMERGENCY SUBSIDY CONTRACTS AMENDMENT OR ADDITION OF SUBSIDY SERVICES

This Practice Point is being written to provide staff with information regarding the submission of emergency subsidy contracts when amending or adding a subsidy service to an existing contract. Current practice has required original paperwork containing original adoptive parent or legal guardian signature be submitted to Central Office for the Contract Management file following submission of this paperwork electronically (via fax or scan/e-mail).

This practice is no longer required. The electronic signatures received via fax or scan/e-mail are sufficient in the Contract Management subsidy file. Workers are no longer required to submit subsidy paperwork containing the original signature when amending or adding a service to an existing contract.

Initial subsidy contracts with original signatures must be submitted to Contract Management for the subsidy file.

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