

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 7, 2012

**What's Inside:**  
CYAC Policy

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: CYAC POLICY CLARIFICATION

DISCUSSION:

The purpose of this memorandum is to clarify the policy of children of youth in alternative care, CYAC. A CYAC child is defined as a child who is in the legal and physical custody of their parent, who is in the custody of the Children's Division. If the Children's Division has been given care and custody of the child of a youth in alternative care, then the child is legal status 1, not CYAC. If there is no court order, and the child is placed with their parent, the child is likely a CYAC child.

CYAC children are allowed special expenses including clothing and infant allowance. The CYAC parent also receives monthly maintenance for the CYAC child. The only parent who receives maintenance is the primary custodian with whom the CYAC child resides. If a CYAC child spends time with both CYAC parents, the payee will be the parent the child shares placement with on the placement screen in FACES. The CYAC child and the CYAC parent must be in the same eligible placement for payment to occur.

If a CYAC child is placed with their parent in a foster home, the foster home does not receive maintenance as the CYAC parent is responsible for caring for the child. In this instance, a payment request would need to be completed to pay maintenance to the CYAC parent. If a baby and the parent are both legal status 1 residing in the same placement, and the foster parent is responsible for providing for the care of the child, the resource provider would receive maintenance on both children.

If a child's legal status changes from CYAC to legal status 1 or vice versa, the child's AC function must be updated to reflect the change. If a child's legal status changes from legal status 1 to CYAC, and the parent and the child are in the same placement, the CYAC parent is eligible for maintenance payments on behalf of the child.

CYAC placements require special entry into FACES. Step by step instructions on entering this placement into FACES can be found on the FACES Information home page under [Step by Step FACES](#).

<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Christy Collins (573) 751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Dena Driver (573) 751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> Section 4 Chapter 11 Att. F <a href="#">Children of Youth in Alternative Care (CYAC) Program</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Step by Step FACES</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A	
<b>FACES REQUIREMENTS</b> N/A	