

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 28, 2019

M E M O R A N D U M

What's Inside:
Updates to
Four or Less
(FOL) Child
Care provider
policy

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: DAVID KURT, DIRECTOR, CHILDREN'S DIVISION
REGINALD MCELHANNON, INTERIM DIRECTOR, FAMILY
SUPPORT DIVISION

SUBJECT: FOUR OR LESS (FOL) CHILD CARE PROVIDER UPDATES

The purpose of this memo is to announce a change to the requirements to be considered legally operating as an exempt from licensure family child care home.

The 100th Missouri General Assembly passed House Bill 397 (HB 397) during the first regular session that ended May 17, 2019. HB 397 limits the number of children allowed to be cared for in an exempt from licensure family home to no more than six children regardless of relationship. The Governor signed HB 397 on Thursday, July 11, 2019 and the changes in Missouri Law with regard to the number of children in an exempt from licensure family child care home will be effective August 28, 2019.

Family home child care providers that are exempt from licensure will be designated as Six or Fewer (SOF) to reflect the new law.

UPDATES FOR FAMILY SUPPORT DIVISION

Eligibility Specialists (ES) will no longer request a Child to Provider Relation (CD-206) form from a parent applying for Child Care Subsidy. The new law limits the number of children for whom a child care provider may provide care, no matter the relation.

The updates to Family Assistance Management Information System (FAMIS) are:

- Throughout the system, a system update replaces all the four or less (FOL) code with the SOF code.

- The Child Care Authorization (FM30/CCAUTH) screen removes the CD206 Y/N field. The Rel Child field is still in the system and needs to be completed with a client statement of the relationship to the child care provider.

The updates to the Child Care Subsidy manual are:

- Child Care Subsidy manual section [2020.005.00 AUTHORIZATIONS](#) policy has been updated to remove the Child Related to Provider section.
- Child Care Subsidy manual section [2010.055.00 INVALID NEED FOR CHILD CARE SUBSIDY](#) policy replaces FOL language with SOF language.

The updates to the Child Care manual (previous manual), which include child care provider manual sections, are:

- Child Care Subsidy manual (previous manual) section 1215.010.05 FOUR OR LESS UNRELATED CHILDREN policy has been updated to [1215.010.05 SIX OR FEWER \(SOF\) CHILDREN](#) and updates language to reflect the new statute.
- Child Care Subsidy manual (previous manual) section [1225.005.10 REGISTERED PROVIDERS](#) policy has been updated to replace FOL language to SOF language.

Please recycle all blank CD-206 forms located in the office.

UPDATES FOR FOUR OR LESS (FOL) CHILD CARE PROVIDERS:

How will this impact current exempt from licensure child care providers caring for four (4) or less unrelated children and/or related children?

An individual who provides child care in their home, without a child care license, will only be able to provide child care to six (6) or fewer children, regardless of whether they are related or unrelated.

- Included in the limit of six (6) – a provider may only have a maximum of three (3) children under the age of two (2), at the same physical address;
- Children who live in the caregiver's home and are less than five (5) years old, shall be counted in the ratio of six (6) children in care;
- Children who live in the caregiver's home and who are eligible for enrollment in a public kindergarten, elementary, or high school shall not be considered in the total number of children being provided care.

Registered child care providers currently providing care to more than six (6) children in their home will be notified of the date in which the number of children being cared for must become six (6) or fewer children, with no more than three (3) children under the age of two (2) years. As a reminder, any children living in

the home, under the age of five (5) years old, must be counted in the total number of six (6) children in care, regardless of relationship to the provider.

NECESSARY ACTION 1. Review this memorandum with all Family Support Division staff. 2. Review revised Child Care Subsidy sections as indicated below. 3. 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 2010.055.00 INVALID NEED FOR CHILD CARE SUBSIDY 2020.005.00 AUTHORIZATIONS 1215.010.05 SIX OR FEWER (SOF) CHILDREN 1225.005.10 REGISTERED PROVIDERS	
FORMS AND INSTRUCTIONS Registration Packets for Six of Fewer (SOF) CD-269 Child to Provider Relation CD-206 is removed	
REFERENCE DOCUMENTS AND RESOURCES Table of Consanguinity is removed Child Care Providers and the CD-206 Take 10 is removed Case Review Guide (CRG) Updates Child to Provider Authorization License Exempt Providers Relationship of Child to Provider Relationship of Child to Provider Example is removed	
RELATED STATUTE N/A	