

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: JOAN ROGERS , INTERIM DIRECTOR
SUBJECT: DEPARTMENT VENDOR NUMBER (DVN) FOR TRIAL HOME VISITS

DISCUSSION:

The purpose of this memorandum is to inform staff of changes to FACES to require a Department Vendor Number (DVN) be assigned to the person/s with whom a child will be residing, when a child goes on a trial home visit (THV) if that child is going to receive state subsidized child care services.

With the recent implantation of Child Care Business Information Solution (CCBIS), the individual responsible for dropping off and picking up the child from state subsidized child care must be identified correctly in order for attendance to be verified and payments issues to the facility.

When a child is placed in out of home care, the resource home DVN is sent electronically to the CCBIS system so the system can properly identify the person/s responsible for the child. Therefore, in the case of a trial home visit in which the child is going to be receiving state subsidized child care, a DVN is now required for identification purposes.

Effective immediately, when a THV is entered in FACES on the Temporary Location screen, a message will appear reminding staff to create and enter a DVN for the person with whom the child will be residing. A DVN is only needed if the child will be receiving ongoing child care services while on THV. If no child care services will be needed, a DVN is not required.

If a child is currently on a THV and is receiving state subsidized child care, please update the THV temporary location to add a DVN.

Instructions on how to create a DVN can be found on pages 3-8 in the "FACES Instructions for Resource Licensing and Resource Approval" guide located on the FACES Information page.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Ron Sharr Ronald.J.Sharr@dss.mo.gov	MANAGER CONTACT Leanne Leason Leanne.D.Leason@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS NA	
FORMS AND INSTRUCTIONS NA	
REFERENCE DOCUMENTS AND RESOURCES NA	
RELATED STATUTE NA	