

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 28, 2020

M E M O R A N D U M

**What's Inside:**  
**Protective**  
**Services Child**  
**Care –**  
**Placement**  
**Change or**  
**Update will**  
**close the**  
**current child**  
**care**  
**authorization.**

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR CHILDREN'S DIVISION

SUBJECT: PROTECTIVE SERVICES CHILD CARE – PLACEMENT CHANGE or UPDATE MADE IN FACES WILL CLOSE THE CURRENT CHILD CARE AUTHORIZATION.

DISCUSSION:

The purpose of this memorandum is to inform staff if a change or update is made in FACES to a child's placement FAMIS will close the current child care authorization. Staff will need to enter a new child care authorization into the FAMIS/FACES interface the next business day, if the child is attending the Child Care Provider.

**Example:**

Placement change or update made in FACES on December 28<sup>th</sup> – current child care authorization will close on November 28<sup>th</sup> in the overnight batch process.

Beginning December 29<sup>th</sup>, the child is no longer authorized to the child care provider. The provider cannot submit for payment for the full month if the authorization is not re-entered. If the authorization is not re-entered timely, the provider will not get paid for the full month of care which delays the provider payment.

With the recent implementation of the Child Care Business Information System (CCBIS), the individual responsible (primary parent) 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 issued to the Child Care Providers.

Staff needing additional information or assistance may contact the FAMIS/FACES Helpdesk via email at [AskFamisFacesChildCare@dss.mo.gov](mailto:AskFamisFacesChildCare@dss.mo.gov) or by calling (573) 522-9095.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and

directed to:	
<b>PDS CONTACT</b> FAMIS/FACES Helpdesk Melissa Wolfe (573) 522-9095 Melissa.wolfe@dss.mo.gov	<b>MANAGER CONTACT</b> Christina Lenger (573) 522-3611 Christina.M.Lenger@dss.mo.gov
<b>CHILD CARE SUBSIDY MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	