

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 1, 2021

M E M O R A N D U M

**What's Inside:**  
**Sliding Scale**  
**Fee Waived**

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR CHILDREN'S DIVISION  
KIM EVANS, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: SLIDING SCALE FEE WAIVED

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) allows for sliding scale fees (SSF) to be waived for child care subsidy.

Participants ***will not*** pay sliding fees effective June 1, 2021, through September 30, 2022. A change in FAMIS, which will ensure providers' payments will include the entire maximum child care state rate without sliding fees deducted.

Beginning June 1, 2021, staff processing applications will enter "**COV**" (Sliding fee waived per CRRSAA funds) code to the Child Care Needs (FMAC/CCNEED) screen for each eligible child. The COV code indicates to FAMIS to pay the maximum child care subsidy rate the provider is eligible to receive for the child.

Once the COV code is entered into the CCNEED screen, staff processing applications will notice the sliding scale fee will be zero for each child on the Action Authorization (FM3H) screen. Prior to authorizing the application, staff should ensure the sliding scale fee indicates zero.

Staff will need to manually enter the COV code on each eligible child's CCNEED information for all applications pending on **June 1, 2021**, and until FAMIS updates. Staff must review the SSF to ensure the fee is waived prior to authorization.

A system generated notification will mail out on June 7, 2021, to both participants and providers notifying them of the change.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division and 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**

Sharon Barsby  
573-751-2037  
[Sharon.Barsby@dss.mo.gov](mailto:Sharon.Barsby@dss.mo.gov)

**PROGRAM MANAGER**

Salona Parker  
573-522-2294  
[Salona.S.Parker@dss.mo.gov](mailto:Salona.S.Parker@dss.mo.gov)

**CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS**

N/A

**FORMS AND INSTRUCTIONS**

N/A

**REFERENCE DOCUMENTS AND RESOURCES****RELATED STATUTE**

N/A