

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: DARRELL MISSEY, DIRECTOR
SUBJECT: Child Care updates for children in Alternative Care and under an adoptive or guardianship subsidy

DISCUSSION:

The purpose of this Memorandum is to provide notice of changes to the Department of Elementary and Secondary Education (DESE) Child Care regulations. DESE has administered the Child Care Subsidy program since August, 2021. The updated regulations will impact Child Care Subsidy for Protective Service Children. DESE defines Protective Service Children as:

1. Children in the legal custody of the Department of Social Services, Children's Division, pursuant to an order of the juvenile court;
2. Children who are the subject of a current adoption or guardianship subsidy agreement with the Children's Division; or
3. Children with an active family-centered service or intensive in-home service case with the Children's Division.

Any subsidy contracts signed by the family on or after June 20, 2023 must reflect the following child care updates. Child care is to be included on the Adoption Subsidy or Subsidized Guardianship Agreement as service code DAYC. In the maximum amount box the words; "State Contracted Rate" are to be entered. In the explanation section the statement, " *Child care may be approved at the state contracted rate to the day before the 13th birthday. Payment may only be made to licensed/contracted or registered providers*" must be included. Adoption Subsidy or Subsidized Guardianship Agreements will no longer extend to the last day of the month of the 13th birthday.

Protective Service Children, or their parent(s), is not required to demonstrate a financial need for Child Care Subsidy. Child Care Subsidy for Protective Service Children may be approved to the day before the child's thirteenth (13) birthday; or when the child is over the age of 13 and has a documented, qualifying special need as determined by DESE.

DESE will require documentation from a certified physician, psychologist, psychiatrist, licensed clinical social worker, licensed professional counselor, nurse practitioner, or physician's assistant annually to verify the qualifying special need which may include:

- (1) Receipt of Supplemental Security Income (SSI) benefits based on the child's disability; or
- (2) Receipt of services through the Department of Mental Health (DMH) due to an identified disability or mental health need; or
- (3) Has a physical or mental disability or delay:
 - a) Defined by the Americans with Disabilities Act (ADA) as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one (1) or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
 - b) Which causes a significant delay in a child's cognitive, behavioral, emotional, or social development

Effective May 1, 2023 with the implementation of the new child care regulations, work schedule verification is no longer required for child care authorizations. The child care authorization comment should state the child's protective service status (valid need) and the caregiver's request for child care. Some examples may include:

- "The child is in alternative care and the foster family requests childcare," or
- "The child receives subsidy and the adoptive parent requests childcare," or
- "The family is receiving Family Centered Services and requests childcare," or
- "The child is (in foster care or receiving subsidy) and is over the age of 13. The family requests childcare due to the child's documented special need."

Determining Units of Care

Units of care are divided into two, time designations. These designations are 1) day units and 2) evening/weekend units.

DAY TIME UNITS:

6:00 a.m. to 7:00 p.m. (Mondays – Fridays)

EVENING/WEEKEND UNITS:

7:01 p.m. to 5:59 a.m. (Mondays – Fridays); and all day Saturdays and Sundays.

Units of care can be determined based off hours the parent/guardian works. If they work 30 hours or more, the child is eligible for full time care. If the parent works 29 hours or less, they are eligible for half time care.

Please select "yes" for exception for full day when school is out. This will allow five (5) full-time days a month for when school is out of session. Please reach out to your supervisor if you feel the units of care requested are too large.

The changes noted above will be reflected in the Child Welfare Manual (Section 4, Chapter 9, Subsection 6)

NECESSARY ACTION

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:

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CHILD WELFARE MANUAL REVISIONS

FORMS AND INSTRUCTIONS

DESE Child Care Manual
[CHILD CARE SUBSIDY ELIGIBILITY POLICY MANUAL | Missouri Department of Elementary and Secondary Education \(mo.gov\)](#)

REFERENCE DOCUMENTS AND RESOURCES

Payment issues with daycare
CCPayments@dese.mo.gov

Issues entering daycare authorizations
ccbis@dese.mo.gov

Childcare provider relations unit for questions about licenses/registration
CCSubsidyAgreements@dese.mo.gov

RELATED STATUTE

[Child care regulations](#)