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CH09-02

February 3, 2009

TO: ALL CHILDREN'S DIVISION STAFF
FROM: SHARI ALLEN, DEPUTY DIRECTOR
CD FINANCIAL MANAGEMENT & OPERATIONAL SERVICES
SUBJECT: TRADITIONAL RESPITE PROVIDER LICENSE

The purpose of this memorandum is to inform staff of a change in the system requirements of licensing of traditional respite providers.

Effective February 1, 2009 staff will no longer need to send an SS-60 to Central Office Payment Unit to assign a UN vendor for providers who only provide traditional respite. Staff should begin to assign RS vendor types for traditional respite providers. This can be completed locally and follows the same process as assigning RP vendor types. RP licenses will still be opened for Career Respite Providers and this process will not change.

Note: If a traditional respite provider is also a Resource Provider (FH), Kinship Provider (KH), or Relative Provider (RH), a RS license does not need to be assigned. This license type is only for those providers who are only providing respite services to our agency.

When making a payment to a respite provider, the only service code able to be paid with a RS license type will be FCPR (Traditional Foster Care Respite). The program area will always be AC when using the RS vendor type. Payment will only be allowed if the vendor has a RS contract. This payment will still be made via a CS-65.

Also effective immediately, FCPR will no longer be able to be paid to a UN vendor type. You will still be able to pay FCPR with a FH, KH, or RH vendor type

If you have any questions regarding this memo, you may contact Felicia Kliethermes via email at Felicia.Kliethermes@dss.mo.gov.

SA/SJW/fk

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