

1. Start at the Department of Social Services home page to access the Child Care Online Invoice System.

MISSOURI DEPARTMENT OF SOCIAL SERVICES

Search DSS

Programs and Services

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Reading Room

Learn more about DSS

Services A-Z

Agency List
- choose one -

Each Day...
12 children are returned home from foster care and 4 adoptions are finalized.

Caseload Counter
September 2004 (Updated Monthly)

983,985	Medicaid/MC+ Enrollees
382,187	Child Support Cases
291,628	Food Stamp Families
47,901	Temporary Assistance Families
11,360	Foster Care Children
1,881	Children Awaiting Adoption
47,059	Children Receiving Subsidized Child Care
1,607	Youth in DYS Custody

[HISTORY](#) [PRINT](#)

A true measure of a society is the extent of its concern for those less fortunate-its intent of keeping families together, preventing abuse and neglect, and encouraging self-sufficiency and independence. In Missouri, programs dealing with these concerns are administered by the state Department of Social Services.

The Department of Social Services is administrated by a director who is appointed by the Governor and approved by the state Senate. This department director, in turn, appoints the division directors. There are approximately 8,800 employees in the department largely selected from registers...some employees, however are exempted by law. The total budget

Toll Free Numbers

(800) 392-3738
• Child Abuse & Neglect

(800) 367-2543
• Parental Stress Helpline

(800) 735-2966
• Social Services TTD

(800) 735-2466
• TTD - Voice Access

[More Toll Free Numbers](#)

How to Report Child Abuse or Neglect

School Violence Hotline Info

Child Support Payment Information

Direct Deposit Your Support Payments

Local DSS Offices

Employment Opportunities

READY, MISSOURI.GOV
MO Homeland Security

What's Happening In My County?

2. Scroll down to the Child Care Online Invoice System icon and click on it.

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The Department of Social Services is responsible for coordinating programs to

Payments

Local DSS Offices

Employment Opportunities

ATTENTION - Reserve & National Guard Soldiers

Recipients: Report an Address Change

Child Care Online Invoicing

READY, MISSOURI.GOV
MO Homeland Security

What's Happening In My County?

3. Select 'Yes' on the Security Alert Message that pops up. The next screen is the Child Care Online Invoice System Home Page.



4. Welcome to the Child Care Online Invoice System Home Page. Provider signs in or sets up an account as a new user. You may select the Tutorial link to take a tour.



5. Provider enters child attendance, maintains profile and accesses messages from the Attendance Detail page.

MISSOURI DEPARTMENT OF SOCIAL SERVICES

Change Profile | Change Password | Print Attendance | Message Center | Sign Off | Help | Family Support Division

DVN: 000530036 | KIDS FIRST | Accreditation: No | Disproportionate Share: No
301 S EWING ST LOUIS, MO 63103

Start Here: Please enter your holidays(if any) before entering any attendance.

Holidays have been claimed for this service month.

Select a Service Month: OCTOBER 2004

- attendance saved

- CLEVER BOBBY
- CLEVER WALLY
- CLOMER CAMERON
- CLOMER EMILY
- HONDA RHONDA
- HOPKINS ANTHONY
- KING FRED
- MOODY ELIZABETH
- MOODY JASON
- PAGODA CARMINE
- RALLY SAMMY
- RETGENN KAITLYN
- RETGENN KEVIN
- SAWYER HUCK

PROVIDER INFORMATION

CHILD INFORMATION

Child DCN: 0044528703 | Child Name: CLEVER BOBBY | Special Need:

CHILD'S PAYMENT RATES			SLIDING FEE			CHILD'S ELIGIBILITY						
Day	F	H	P	F	H	P	Start Date	End Date				
Day	\$25.75	\$18.08	\$15.25	\$0.00	\$0.00	\$0.00	08/01/2004	01/31/2005				
EW	\$29.61	\$20.79	\$17.54	Yes			20	00	00	10	00	04

ATTENDANCE

Absent all month Child has left provider

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Day	*	*							*	*			V			*	*				V		*	*					*	*	
EW													V								V										

F=full day, H=half day, P=part day, X=absence, V=vacation or holiday, *=not eligible

Total Units: Day: F=0, H=0, P=0, X=0, V=0 | EW: F=0, H=0, P=0, X=0, V=0

Save This Child's Attendance

SUBMIT ATTENDANCES
After entering all attendances, click the **Submit Attendances** button below to submit them. A confirmation page will display for your review prior to final submission. After reviewing the confirmation page, you may make corrections to the attendances or you may make a final submission.

Submit Attendances

DSS Home | Search | Local DSS Offices | MO State Homepage

Local intranet

THE PROVIDER FIRST SELECTS A SERVICE MONTH, THEN SELECTS A HOLIDAY IF APPLICABLE FOR THAT SERVICE MONTH

TO ENTER ATTENDANCE, PROVIDER CLICKS ON A NAME FROM THE INVOICE LIST TO DISPLAY THE CHILD'S ELIGIBILITY. PROVIDER ENTERS UNITS, SAVES THE ATTENDANCE THEN SUBMITS IT.

The provider has the option of entering child attendance for each child or entering and submitting attendance one child at a time. The attendance for each child must be saved before it is submitted. Once all child attendance is saved for the period of time in which the provider chooses to work on the attendance, the provider clicks the Submit Attendances button.

6. The Attendance Confirmation page displays after the attendance is submitted. The provider has an opportunity to verify their entries, make changes to attendance, then process the final submission.

Confirmation - Microsoft Internet Explorer provided by Department of Social Services

Address: <http://webtest/usat/famis/cconline/wbFWBBAAttendConfirmList.asp>

MISSOURI DEPARTMENT OF SOCIAL SERVICES

Attendance Details | Sign Off | Help | Family Support Division

DVN: 000530036 | WEB PROVIDER ONE
912 COLE ST | JEFFERSON CITY, MO 65110-41766

Confirm that the information below is correct.
Service Month: November 2004

Attendance Summary

ATTENDANCE CONFIRMATION PAGE
ALLOWS PROVIDER AN OPPORTUNITY TO
CORRECT CHILD ATTENDANCE ENTRIES
BY CLICKING ON THE 'MAKE CHANGES' LINK
NEXT TO THE CHILD'S NAME.

	Child	Day					E/W				
		F	H	P	X	V	F	H	P	X	V
Make Changes	CARLOTINO GERVAIS	1	0	0	0	0	0	0	0	0	0

Total Children: 1

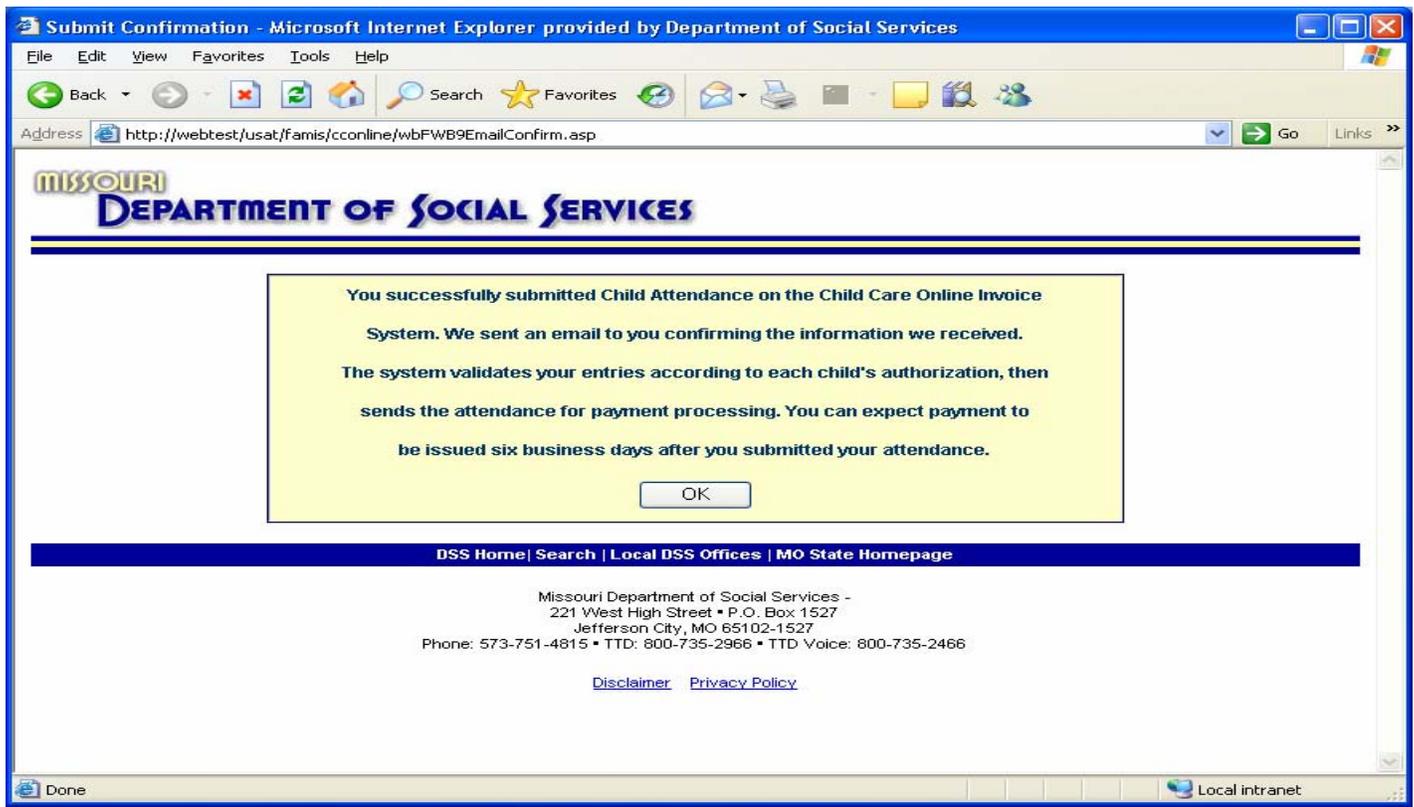
[Return to Attendance List](#) | [Submit Attendance](#)

DSS Home | Search | Local DSS Offices | MO State Homepage

Missouri Department of Social Services -
221 West High Street • P.O. Box 1527
Jefferson City, MO 65102-1527
Phone: 573-751-4815 • TTD: 800-735-2966 • TTD Voice: 800-735-2466

Local intranet

7. After the attendance is submitted, a pop up message appears telling the provider that their transaction was successful.



8. The last screen in the CCOIS shows the attendance entries exactly as the provider entered them on the Attendance Detail page.

Print Attendance - Microsoft Internet Explorer provided by Department of Social Services

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail News RSS People

Address http://webtest/usat/famis/cconline/wbFWBDAttendConfirmPrt.asp

MISSOURI DEPARTMENT OF SOCIAL SERVICES

Attendance Details Sign Off Help Family Support Division

DVN: 000699221 **CHILD CARE PROVIDER**
1101 E CHERRY JEFFERSON CITY, MO
65101-334505

Printed Date: November 15, 2004 15:09:18

Service Month: November 2004

Child: SMYTHE JANA E **DCN:** 0012345678 **Totals**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	F	H	P	X	V
Day	F	F	F	F	F	*	*	F	F	F	F	F	*	*	F					*	*					*	*		*	11	0	0	0	0		
EW	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	0	0	0	0	0	

Child: SMYTHE NATE **DCN:** 0012345679 **Totals**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	F	H	P	X	V
Day	F	F	F	F	F	*	*	F					*	*						*	*					*	*		*	6	0	0	0	0		
EW	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	0	0	0	0	0	

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9. A confirmation email message is also sent to the provider that summarizes the submitted attendance.

Invoice Submission - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: donotreply@dss.mo.gov Sent: Mon 11/15/2004 1:18 PM
 To: CHILD CARE PROVIDER
 Cc:
 Subject: Invoice Submission

Invoice Submission
 Generated: Monday, November 15, 2004, 1:18:11 PM

Provider DVN: 000530036
Provider Name: KIDS FIRST
Provider Address: 3301 S. EWING AVE ST LOUIS, MO 63103
Submitted Date: 2004-11-15 **Submitted Time:** 13:18:59

Child DCN	CHILD	DAY					E/W				
		F	H	P	X	V	F	H	P	X	V
0053000000	ALLEN, ALEXANDREA	11	0	0	0	0	0	0	0	0	0
0053000001	SMITH, NATHAN	6	0	0	0	0	0	0	0	0	0

-----END-----

DATE AND TIME PROVIDER SUBMITTED ATTENDANCE ON THE WEB.

A SUMMARY OF CHILD ATTENDANCE ENTERED BY THE PROVIDER.

10. The next business day, you are able to see the provider's payment and entries on FM5P and FM6R.

```

FM5P Command _____ User ID: ENOCBQK Term ID: 00BR
CCATTEND Child Care Attendance - Direct Pay 11-13-2004
14:48:01
Invoice Number W20050260100010 + Benefit Month 10012004 DFS 02601 Status OPN
DYN 000521671 CHILD CARE PROVIDER Disp N
Reg Auth to Pay 56.00 Corr Auth to Pay Total Auth to Pay 56.00
Select the child and press F6 to view provider attendance entries. |-----Totals-----|
COM Child Pay Stat Auth FT HT PT |----Actuals----| Auth Act Payment
S 0044528208 PAY Day 04 02 02 280.00 56.00 56.00
CHILD CARE INFANT E/W SPND N ACRD N
0044527226 NOA Day 20 350.00
PRESCHOOL BOY E/W SPND Y ACRD N
Day
E/W
Day
E/W
Day
E/W
Day
E/W
Day
E/W
F1=HELP F3=EXIT F4=PROMPT F6=ATTENDTL F13=CHILDPAY F14=HOLIDAY F16=CORRECT
F17=ENHANCE F21=AUTH F24=NEXTSEL
AA019_NI: Successfully DISPLAYED
  
```

11. Select Attendance Detail to view the provider's entries.

```

FM6R Command _____ User ID: ENOCBQK Term ID: 00BR
Child Care Attendance Detail 11-13-2004
14:32:12
DYN 000521671 CHILD CARE PROVIDER
DCN 0044528208 CHILD CARE INFANT
EU CC0044528167CHC001 + CHILD CARE FAMILY
Benefit Month 102004 Submit Date 11022004
FAMIS transferred the child attendance
entries made by the provider in the CCOIS to
FM6R.
Absent All Month N
Child Left Provider N
DAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
E/W * * * * * X F F * * X F F F F
DAY 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
E/W * * * * * * * * * * F F * *
|---Totals---|
FT HT PT AB HL
15 02
F1=HELP F21=RETURN
  
```