

**FISCAL NOTE  
PUBLIC COST**

- I. Department Title:** Title 19 - Department of Health and Senior Services  
**Division Title:** Division 30 - Division of Regulation and Licensure  
**Chapter Title:** Chapter 63 - Child Care Comprehensive Background Screening

<b>Rule Number and Name:</b>	19 CSR 30-63.020 General Requirements
<b>Type of Rulemaking:</b>	Proposed Rule

**II. SUMMARY OF FISCAL IMPACT**

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate
Department of Health and Senior Services, Division of Regulation and Licensure, Section for Child Care Regulation	\$683, 392

**III. WORKSHEET**

<b>Federal Monies – Child Care Development Fund (CCDF)</b>			
Costs - DHSS (\$210.1080)	FY 2019 (10 Mo.)	FY 2020	FY 2021
Personal service	(\$233,237)	(\$282,683)	(\$285,510)
Fringe benefits	(\$141,191)	(\$170,261)	(\$171,100)
Equipment and expense	(\$118,695)	(\$64,165)	(\$65,769)
Computer system updates	\$190,269)	(\$0)	(\$0)
<b>Total Costs - DHSS</b>	(Up to \$683,392)	(Up to \$517,109)	(Up to \$522,379)
FTE Change - DHSS	8 FTE	8 FTE	8 FTE
<b>ESTIMATED NET EFFECT ON CCDF FUNDS</b>	<b>(\$683,392)</b>	<b>(\$517,109)</b>	<b>(\$522,379)</b>
Estimated Net FTE Change on CCDF Funds	8 FTE	8 FTE	8 FTE

**IV. ASSUMPTIONS**

The Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014 Section 658H set out requirements for comprehensive criminal background checks. States were required to have policies and procedures in place by September 30, 2017. Missouri has been approved for a one year waiver, which expired September 30, 2018. After the one year waiver ends noncompliant states are subject to losing 5% of their total Child Care Development Fund (CCDF) monies. Missouri is in partial compliance, but will not be fully compliant with CCDBG until its rules are promulgated.

This rule requires child care staff members, which includes all regulated (licensed and license-exempt) child care providers, persons employed by the child care provider for compensation, including contract employees or self-employed individuals; individuals or volunteers whose activities involve the care or supervision of children for a child care provider or unsupervised access to children who are cared for or supervised by a child care provider; or individuals residing in a family child care home who are age seventeen (17) and older to undergo criminal background checks and every five (5) years thereafter and an annual check of the central registry for child abuse in order to qualify for receipt of state or federal funds for providing child-care services. DHSS estimates an additional 26,488 child care staff members will need a background check based on the capacities of regulated facilities and the staff/child ratio needed to maintain supervision.

**Health Program Representative II (6)** (\$35,640 annually, each): DHSS estimates that one Health Program Representative II (HPR II) is needed to process 4,000 background screenings and complete other additional responsibilities related to the direct processing of background screenings for regulated providers. Given the expectation,  $(26,448/4,000 = 6.6$  FTE), DHSS assumes 6 HPRs II will be needed.

**Health Program Representative III (1)** (\$39,704 annually): The Health Program Representative III will directly supervise the HPRs II. This position will provide direct daily oversight to HPRs II, ensure timely completion of background screenings, develop and maintain policy and procedural manuals, review and process submitted appeals, approve security access, coordinate with child care supervisors, and conduct quality assurance reviews for accuracy and timely completion of background screenings.

**Senior Office Support Assistant (1)** (\$26,340 annually): A Senior Office Support Assistant will need to be hired whose primary duties will be to support the staff within the unit.

**Office of Administration (OA), Information Technology Services Division (ITSD)/DHSS.** ITSD states, for fiscal note purposes, it is assumed a project team consisting of a project manager, business analyst, senior developer and developer for a project duration of six (6) months will be needed. Modifications will need to be made to an existing system that is currently being maintained by ITSD and hosted in the State Data Center (SDC). ITSD assumes that every new IT project/system will be bid out because all ITSD resources are at full capacity. The current contract rate for IT consultants is \$75 per hour. It is estimated that contract consultants will need 2,536.92 hours to complete the project. One-time costs are estimated to be \$190,269  $(2,536.92 * \$75)$ .