

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 8, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, COUNTY DIRECTORS, CIRCUIT MANAGERS AND CHILDREN'S SERVICES STAFF

FROM: DENISE CROSS, DIRECTOR

SUBJECT: CHILDREN'S SERVICES FORMS MANUAL: REVISION OF FORM CW-215, FOSTER FAMILY HOME MEDICAL REPORT, CW-215 Instructions, AND INDEX

DELETION OF FORMS CW-216, ADOPTIVE HOME MEDICAL REPORT; DFS-AEM-1a, DFS-AEM-2a, DFS-AEM-3, DFS-AEM-7

REFERENCE CHILDREN'S SERVICES

DISCUSSION:

The purpose of this memorandum is to inform staff of changes made to forms CW-215, Foster Family Home Medical Report, and CW-216, Adoptive Home Medical Report. The changes include combining the two separate forms together for a single Foster or Adoptive Medical Report. The revised form will retain CW-215 as the number. Form CW-216 will be deleted from the Children's Services Forms Manual.

This memorandum also serves to inform staff that the following forms have become obsolete. DFS-AEM-1a, Agency Consent for Adoption Exchange Entrance of Child; DFS-AEM-2a, Family Consent for Adoption Exchange Entry; DFS-AEM-3, Family Inquiry/Resource Referral; and DFS-AEM-7, Family Resource Profile. These forms are being deleted from the Children's Services Forms Manual.


NECESSARY ACTION:

1. Review this memorandum with all Children's Services staff.
2. Remove forms CW-215 and CW-216 from the Forms Manual and replace with revised CW-215 and instructions.
3. Any surplus CW-215 and CW-216 forms with the dates of 9-76 and 8-77 should be destroyed.

4. Copies of the revised CW-215 may be obtained from the DSS Warehouse.
5. Remove and destroy DFS-AEM -1a, DFS-AEM-2a, DFS-AEM-3 and DFS-AEM-7 from the Forms Manual.
6. Destroy all surplus DFS-AEM-1a, DFS-AEM-2a, DFS-AEM-3 and DFS-AEM-7 forms.
7. Insert the revised Children's Services Forms Manual Index in the Children's Services Forms Manual.
8. All questions regarding specific case situations, as related to this form, should be cleared through normal supervisory channels.

DC/LB:js

ATTACHEMENTS:

CW-215 Instructions 

Forms Manual Index 