

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

June 17, 2004

MEMORANDUM**WHAT'S INSIDE:**

- Forms Link on CD Intranet Site
- E Forms Available

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHILDREN'S DIVISION (CD) INTRANET LINK TO AVAILABLE ELECTRONIC FORMS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

This memorandum is to introduce a link on the CD Intranet website to available electronic forms (e-forms). This department-wide directive is an effort to reduce the use of paper forms and will allow staff to access the most up-to-date versions of electronic forms, code sheets and instructions, on-line.

Children's Division staff may access available e-forms by going to the CD Intranet website and clicking on the "E Forms" link. This link will open up to options for *MS Word Forms*, *OneForm Forms*, *Code Sheets* and *Form Instructions*. Oneform electronic forms may also be accessed through the internet using this link:

[http://www.oa.mo.gov/gs/form/fm\\_indiv.htm#child\\_div](http://www.oa.mo.gov/gs/form/fm_indiv.htm#child_div).

As more electronic forms become available, links will be added in this format. Staff will also need to download newer versions of forms as they become available.

## NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels.

FMS/RDM/cb