

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

November 10, 2004

MEMORANDUM**WHAT'S INSIDE:**

Delivery of new car seats to requesting local county offices within the next **30 - 45 days**

Staff training for proper installation of car seat

Revised *Child Welfare Manual* Policy introducing proper child car seat usage

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHILD CAR SEAT DISTRIBUTION AND USAGE

CHILD WELFARE MANUAL REVISION: SECTION 4, CHAPTER 6, ATTACHMENT B Direct Service Worker Duties

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to make staff aware of the delivery of car seats to each requesting local county office and to initiate new policy and procedure for utilizing the car seats properly.

Apex Pinnacle and National Safety Resources are the vendors that will be distributing the car seats directly to the county offices. Apex Pinnacle will be providing the Children's Division with *Evenflo* booster seats, model #2692198, and the National Safety Resources will be sending *Cosco* infant-toddler convertible seats, model #93-111. Please see attached county listing for the quantity that each county will be receiving. The vendors will be delivering shipments of car seats to the local county offices within the next 30 to 45 days.

When the car seats arrive at the county office, they will be packaged two (2) per box. Please accept shipment only after reviewing the package to determine there is no initial damage. Once shipment has been accepted, examine each individual car seat for any further damage or defect. If damage has occurred to the seat, then return car seat to the vendor. The vendor will then replace the damaged car seat with a new seat at no cost to the Children's Division.

Once car seats have been determined acceptable, payment will need to be processed for each vendor. To pay the vendors, each county office will need to review the shipment packing slip or bill of lading for accuracy of delivered quantity and sign that shipment was received. Send the signed packing slip/bill of lading to Jackie Sloan,

Children's Division, at P.O. Box 88 Jefferson City, Missouri 65103. The local county office should not make direct payment to the vendor.

The *Evenflo* booster seats have a 90 day warranty and the *Cosco* infant-toddler convertible seats have a one year limited warranty. It is important that each county office complete a registration form on each type of car seat and send to the manufacturer for future product information or recall alert. Each county office will be able to contact the vendor directly if there are problems or concerns with the car seats. If, however, there is difficulty with communication between the local county office and the vendor, the local county office may contact Tricia Phillips, at 573-526-5408, or Tricia.L.Phillips@dss.mo.gov for further assistance.

Before using the car seats, staff should take the opportunity to attend a child safety seat inspection and training. Please see [NHTSA child safety seat inspection stations](#) for local child safety seat inspection stations that are certified for child passenger safety. Upon learning about proper installation process, each children's service worker should complete the *Car Seat Checklist*. This checklist will help workers recognize key safety points of proper child car seat usage.

The training received at the child safety seat inspection sites will educate the children's service worker on how to properly install a car seat with specific information on how to use the LATCH (Lower Anchors and Tethers for Children) system and how to properly elevate and stabilize a rear-facing car seat to a 45 degree angle. There are also policy revisions which will direct staff on required usage of car seats with age and weight appropriate instructions. This will aid the children's service worker with determining the appropriate type of car seat for the children they will be transporting.

Staff should note the car seats that are being sent to each local county office are not equipped with head supports and are not appropriate for use with children under five pounds. Using normal, local purchasing procedures, each county may obtain head supports and smaller car seats to accommodate children under five pounds. These expenditures will use each county's Equipment and Expenses fund and should not exceed \$3000.00 per county, per fiscal year.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised *Child Welfare Manual: SECTION 4, CHAPTER 6, ATTACHMENT B Direct Service Worker Duties*
3. All questions should be cleared through normal supervisory channels.

FMS/TP:js

Attachments: [County Listing](#)
[Car Seat Checklist](#)