

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

JANUARY 4, 2006

WHAT'S INSIDE:

- **Monthly Building Inspections**

MEMORANDUM

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: MONTHLY BUILDING INSPECTIONS

DISCUSSION:

The purpose of this memorandum is to introduce the Facilities Management policy, to be included in the Administrative Section in the Child Welfare Manual. This new policy provides a formal structure for addressing facilities management issues for the Children's Division. It was originally introduced in Memorandum PN05-01 and is now being placed in Section 8, Chapter 5.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All staff should read [Section 8, Chapter 5](#) in the Child Welfare Manual.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:
 Alicia Jenkins, PDS
 573-751-0311
Alicia.Jenkins@dss.mo.gov

PROGRAM MANAGER:
 Kathryn Sapp
 573-522-5062
Kathryn.Sapp@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:
[Section 8, Chapter 5](#) Facilities Management

RELATED STATUTE:

N/A

ADMINISTRATIVE RULES:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

G5.6.01

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A

RELATED LINKS:

N/A

PN/AJ