

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION  
 P.O. BOX 88  
 JEFFERSON CITY, MISSOURI

**WHAT'S INSIDE:**

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February 14, 2006

**MEMORANDUM**

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: EDUCATIONAL SUPPORT AND INTERVENTION FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND CS-1 REVISIONS

DISCUSSION:

The purpose of this memorandum is to introduce policy enhancements related to educational intervention and support for children in care and revisions to the education section of the CS-1 form and instructions. These policy enhancements establish a process for addressing educational issues for children in care through the Family Support Team (FST).

The Division recognizes the importance of educational advancement for its children and supports maintaining school stability, when possible. Staff should utilize the FST to determine the most appropriate intervention and/or alternative education option available to best meet the needs of the child. We are hopeful, that by sharing our focus for a child's education with our FST members, we will increase a child's chance of a successful transition into adulthood.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. 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](mailto:Alicia.Jenkins@dss.mo.gov)

PROGRAM MANAGER:

Kathryn Sapp  
 573-522-5062

[Kathryn.Sapp@dss.mo.gov](mailto:Kathryn.Sapp@dss.mo.gov)

*CHILD WELFARE MANUAL REVISIONS:*

<a href="#">Section 1, Chapter 1</a>	Roles and Responsibilities of Children's Division, Supervisor, Agency Administrator, and Children's Services Worker
<a href="#">Section 1, Chapter 3</a>	Roles and Responsibilities of Placement Resources
<a href="#">Section 4, Chapter 2</a>	Court Related Activities for Placement of Children
<a href="#">Section 4, Chapter 4</a>	Selection of Placement Resource and Placement Options
<a href="#">Section 4, Chapter 7</a>	Begin Work with the Family/Child(ren)

RELATED STATUTE:

[Section 167.171 RSMo.](#)

ADMINISTRATIVE RULES:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

WB2.21.3.b.d. and e, WB2.21.4.d and e

SACWIS REQUIREMENTS:

N/A

RELATED LINKS: [Forms and Instructions](#)

CS-1 Form

CS-1 Instructions

PN/AJ