

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

APRIL 14, 2006

MEMORANDUM**WHAT'S INSIDE:**

- Accepting and Administering Donations

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

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: DONATIONS

DISCUSSION:

The purpose of this memorandum is to introduce the donation policy, which has been placed in Section 8, Chapter 6. The Children's Division (CD) is provided various types of donations from the community, which helps us in assisting the children and families CD serves. This new policy provides a formal structure for the acceptance and administering of those donations.

CD employees may provide an opportunity for the public to donate to assist the children and families we serve. This may be accomplished by posting flyers, setting up booths at malls or other events, using giving trees, and maintaining a wish list to provide to the public when asked about the needs of CD children and families. We recognize that outside agencies and/or support groups, i.e. foster parent support groups and the faith community, have been a valuable asset in fulfilling the mission and goals of the CD. Therefore, you may provide our partners an opportunity to continue their support.

The Children's Division is prohibited from soliciting for goods and/or services. When an employee **directly** seeks, requests, or asks an individual and/or organization/agency for goods and/or services, this is an act of solicitation. Additionally, CD employees are prohibited from accepting monetary donations of any kind, which includes cash, gift cards and checks.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All staff should read Section 8, Chapter 6 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 6](#) Donations

FORMS AND INSTRUCTIONS:

CD-140 Donation Acknowledgment Form and Instructions
CD-141 Donations Form and Instructions

REFERENCE DOCUMENTS and RESOURCES:
N/A

RELATED STATUTE:
N/A

ADMINISTRATIVE RULE:
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:
N/A

PROGRAM IMPROVEMENT PLAN (PIP):
N/A

SACWIS REQUIREMENTS:
N/A

PN/AJ