

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 31, 2006

MEMORANDUM**What's inside:**

Foster Parent  
Notification of  
Hearings and  
Opportunity to be  
Heard in Court.

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

**FROM:** PAULA NEESE, INTERIM DIRECTOR

**SUBJECT:** FOSTER PARENT NOTIFICATION OF HEARINGS AND  
OPPORTUNITY TO BE HEARD IN COURT

**DISCUSSION:**

Federal and state law has affirmed that foster and adoptive parents, including relative caregivers, have the right to receive notice of court hearings relating to the children in their care and the right to be heard at those hearings. Pursuant to [Program Improvement Plan \(PIP\) Item 29.1](#), it is imperative that the foster/adoptive parent's correct name/address is documented in court records by the Children's Service Worker. Upon the notification of a court hearing, the Children's Service Worker shall mail a notice of this hearing to the foster/adoptive parent. This notice should be mailed no later than (14) days prior to the hearing. Once the notice has been mailed, the Children's Service Worker will follow-up with the foster, adoptive, relative parent reminding him/her of the hearing. The notice should be copied and placed in the legal section of the child's case record along with documentation of the follow-up call in the narrative.

**NECESSARY ACTIONS:**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT:**

Veronica Stovall, PDS  
573-522-5060  
[Veronica.E.Stovall@dss.mo.gov](mailto:Veronica.E.Stovall@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:**

[Section 1, Chapter 1](#): Roles and Responsibilities of Children’s Division, Supervisor, Agency Administrator, and Children’s Service Worker;  
[Section 1, Chapter 3](#): Responsibilities of Placement Resources.  
[Section 6, Chapter 1: Attachment A](#): Foster Parent Job Description

**FORMS AND INSTRUCTIONS:**

N/A

**REFERENCE DOCUMENTS and RESOURCES:**

N/A

**RELATED STATUTE:**

[Public Law 105-89](#)  
[210.720](#)  
[211.183](#)

**ADMINISTRATIVE RULE:**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS:**

N/A

**PROGRAM IMPROVEMENT PLAN (PIP): (Employee Access Only)**

[Item 29.1](#)-Provides a process for foster parents, pre-adoptive parents, and relative caregivers of children in foster care to be notified of hearings and have an opportunity to be heard in, any review or hearing held with respect to the child.

[P2.16.2](#)-Increase parent, caregiver (alternative care provider) and child involvement in case assessment, plan development and reassessment.

**SACWIS REQUIREMENTS:**

N/A

PN/VES