DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 15, 2006

MEMORANDUM

What's Inside: Introduction of

new CD E-Forms webpage

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND

CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISED CHILDREN'S DIVISION E-FORMS WEBPAGE

DISCUSSION:

The purpose of this memorandum is to introduce the revised Children's Division (CD) E-Forms webpage. This index of CD E-Forms replaces the old CD Forms webpage and is accessible at the old *Children's Division E Forms* link found on both the CD intranet as well as from the Children's Division webpage on the Missouri Department of Social Services internet site. We hope that CD staff, contractors, and providers who use CD forms will find the new index less confusing, more user friendly, and easier to search and access the forms they need.

For problems accessing the E-Forms index, forms that should be included or other questions or comments, please email <u>AskCD@dss.mo.gov</u>.

NECESSARY ACTION:

- 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:

Randall McDermit 573-751-8932

Randall.D.Mcdermit@dss.mo.gov

DEPUTY DIRECTOR:

James C. Harrison 573-751-2502

James.C.Harrison@dss.mo.gov

REFERENCE:

Children's Division E-Forms