DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JANUARY 8, 2007

M E M O R A N D U M

What's Inside:
Procedure to register children for the Missouri Heart Gallery 2007

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: MISSOURI HEART GALLERY 2007 REGISTRATION PROCEDURE

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memo is to make available to staff the forms to be used to register waiting children for the 2007 Missouri Heart Gallery as well as to outline the procedure to be used for these registrations.

Each child must have a completed registration form or a permission form and a completed copy of their current AdoptUSKids profile. Incomplete forms or out of date AdoptUSKids profiles will be returned for completion or updating. In addition, a 35mm or .jpg digital photo of the child being registered and a copy of the child's media profile to accompany the photo in the gallery must accompany each registration. The completed registration forms, photo, and profile are to be returned to the Adoption Exchange for photographer assignment and must be received by the Adoption Exchange by **February 16, 2007.**

The Heart Gallery project has proven to be a tremendous recruitment tool. As a result of last year's gallery, one third of the children presented have found permanent homes. You are encouraged to complete the forms and submit them for children awaiting permanency as soon as possible.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Amy Martin 573-751-8930 Amy.L.Martin@dss.mo.gov	**PROGRAM MANAGER:** Kathryn Sapp 573-522-5062 Kathryn.Sapp@dss.mo.gov
***CHILD WELFARE MANUAL* REVISIONS:** N/A	
FORMS AND INSTRUCTIONS: Registration Form Permission Form	
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	