

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 25, 2007

What's Inside:Perpetrator appeal
process revisions and
revisions to CS-21 and
CS-21bM E M O R A N D U M

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: POLICY REVISIONS TO ALLEGED PERPETRATOR APPEAL
PROCESS

REVISIONS TO DISPOSITION NOTIFICATION LETTERS

CD-4 CENTRAL REGISTRY FACT SHEET IS NOW OBSOLETE

DISCUSSION:

The purpose of this memorandum is to inform staff of revised CANRB policy and revisions to the *CS-21 Disposition Form Letter for Parents, Non-custodial Parents and Alleged Perpetrators* and *CS-21B Reporter Disposition Notification Letter* and respective instructions, as referred to in Children's Division memorandum [CD07-23](#) *Supreme Court Decision, Jamison, ET AL. Respondents vs. State of Missouri.*

The revised CS-21 and the CS-21B have been revised to include language to indicate that substantiated findings are preliminary and alleged perpetrators have (60) sixty days from the date of the notification to request an appeal or the substantiated finding will become final. Staff should assure that CS-21s are sent to alleged perpetrators by certified mail and receipts are attached to a copy of the CS-21 and filed in the case record.

Additionally, this memorandum is to inform staff that effective immediately, **administrative reviews requested by alleged perpetrators must be completed within (10) ten working days** from when the Circuit Manager or OHI Unit Supervisor received the request.

The revised CS-21 is available to be generated in FACES. The CS-21 and CS-21B MSword templates and instructions will be downloaded onto staff's desktop on the evening of April 30, 2007, however staff may download these forms to their desktop CD eforms immediately by clicking the "How to Update CD Desktop E-Forms" link on the CD intranet webpage. (See CD Memorandum [CD07-04](#) Information Technology Services Division (ITSD) E-Forms Downloaded to Individual PC's) Counties should remove and destroy all outdated CS-21's on the shelves. Staff should delete all outdated CS-21 templates stored on individual PCs.

The (CD-4) Central Registry Fact Sheet is now an obsolete form and should be deleted from all PCs.

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:

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

CHILD WELFARE MANUAL REVISIONS:

Section 2, Chapter 4.5 [Alleged Perpetrator Appeal Process](#) (revision)
Section 2, Chapter 4.5.2 [Tips for Presenting a Case to CANRB](#) (move section to new subsection - Section 2, Chapter 4.5.3 Judicial Review)
Section 2, Chapter 4.5.3 [Judicial Review](#) (new subsection)
Section 2, Chapter 4, Attachment H: [Guidelines For Letter To Suspected Perpetrator Regarding Delayed Notification Of CA/N Status Determination](#) (revision)

FORMS AND INSTRUCTIONS:

CS 21 CA/N Disposition Form Letter for Parents, Non-custodial Parents and Alleged Perpetrators and Instructions (revised)
CS-21B Reporter Disposition Notification Letter and Instructions (revised)
CD-4 Central Registry Fact Sheet (Is now an obsolete form)