

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 31, 2007

What's Inside:

- Licensure Process Introduction Letter for Relative and Kin
- Reminder Letter for Relative and Kin

M 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: LICENSING PROCESS FOR RELATIVE AND KINSHIP CARE PROVIDERS

DISCUSSION:

The purpose of the memorandum is to clarify the licensing process for relative and kinship care providers.

Relative and kinship care providers may receive payment for up to 90 days while pursuing licensure. If these providers do not meet licensing criteria within the allotted time frame, they should not receive payment for the period in which they did not meet licensing criteria. Exceptions will be made in those cases where it is clear that they did not meet the licensing criteria through no fault of their own (lost fingerprint results, paperwork not completed by staff, training not scheduled, etc.) The determination of whether a relative or kinship care provider is to be paid past 90 days without licensure being completed will be at the discretion of the Regional Director or designee.

Providers that do not meet licensing criteria within the 90 day time frame due to their failure to complete requirements such as physicals and training can not receive payment. Requests for payment to these individuals past the time frame established by policy will be denied. In order to assist relatives and kinship care providers to meet the established time frames, the Relative/Kinship Care Introduction Letter (CD-71) and Relative and Kinship Care Reminder Letter (CD-72) have been developed.

The introduction letter (CD-71) should be sent to families at the time of emergency placement of a child into the home or receipt of the referral for licensure. The reminder letter (CD-72) should be sent every 30 days until licensure is achieved or the family chooses to no longer pursue licensure. Copies of these letters should be kept in the provider's file under correspondence. Staff should begin using these letters effective the date of this memorandum.

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:

Venice Wood
573-522-5060
Venice.P.Wood@dss.mo.gov

PROGRAM MANAGER:

Melody Yancey
573-562-8040
Melody.Yancey@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

[Section 4 Chapter 12.3 Agency Arranged Kinship Care](#)

FORMS AND INSTRUCTIONS:

Relative and Kinship Home Introduction Letter CD-71
Relative and Kinship Home Reminder Letter CD-72

REFERENCE DOCUMENTS and RESOURCES:

N/A

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

[S21 Foster and Kinship Care Services](#)

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A