

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 18, 2008

MEMORANDUM**What's Inside:**

Procedure to register children for the 2009 Missouri Heart Gallery

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

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: MISSOURI HEART GALLERY 2009 REGISTRATION PROCEDURE

DISCUSSION:

The purpose of this memo is to make available to staff the forms to be used to register waiting children for the 2009 Missouri Heart Gallery as well as to outline the procedure to be used for these registrations.

Each child must have a completed [Missouri Waiting Child Registration Form](#) – CD-121 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 Incomplete forms or out of date AdoptUSKids profiles will be returned for completion or updating.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 are to accompany each registration. The completed registration form, photo, and profile are to be returned to the Adoption Exchange for photographer assignment and must be received by the Adoption Exchange by **JANUARY 15, 2009**.

The Heart Gallery has proven to be a successful recruitment method for finding families for children awaiting permanency. As a result of last year's gallery there have been 3,073 child specific inquiries made. Over the past three years there have been 171 families in progress for the children featured through photos and biographies that captured each child's spirit and personality.

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 Crystal Wilson 573-751-1354 Crystal.L.Wilson@dss.mo.gov	PROGRAM MANAGER Amy Martin 573-751-2981 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Missouri Waiting Child Registration Form – CD-121	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children:	
FACES REQUIREMENTS N/A	