

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 4, 2008

MEMORANDUM

<b>What's Inside:</b> Changes to the CD-56, Foster Family Profile
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: MODIFICATIONS TO THE CS-56, FOSTER FAMILY PROFILE

## DISCUSSION:

The purpose of this memorandum is to inform staff that two changes have been made to the Foster Family Profile, CD-56; to facilitate protecting the resource family's personal identifying information. The CD-56 is a document that is shared with individuals in addition to Division staff, such as family support team members, when screening a best possible placement resource for children in the custody of the Division. For that reason, identifying information of the resource provider should be protected.

In the first section on page one titled HOUSEHOLD COMPOSITION, the previous CD-56 required a Birth Date to be entered in the last column. This has been changed to indicate only the age of the household member.

On page 2 there is section titled FOSTER PARENT EMPLOYMENT. If identifying the actual employer or place of employment would provide too much disclosure in identifying the resource provider, all that is required to be entered is the occupation of the foster parent. For example: Instead of listing "McDonalds", the entry of "food industry" would be appropriate for occupation. Another example: Instead of listing "High School Teacher at Central High School" an entry of "educator" would be appropriate.

Staff should discard outdated copies of the form and download the new form on their desktop.

**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:**

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**PROGRAM MANAGER:**

Melody Yancey  
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**CHILD WELFARE MANUAL REVISIONS:**

N/A

**FORMS AND INSTRUCTIONS:**

CD-56 Foster Family Profile