

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 1, 2008

What's Inside:

Use of the
Administrative Hold
status for Foster
Home license
renewals.

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ADMINISTRATIVE HOLD AS RELATED TO LICENSE RENEWAL

DISCUSSION:

The purpose of this memo is to inform staff of an additional circumstance that has been added to Children's Division policy for placing a resource provider's license on an Administrative Hold.

It is required that a resource provider meets all licensing criteria before their license is renewed. If the provider has not met all the criteria as outlined in Section 6 Chapter 3 Attachment D, Guide for Conducting Renewal Assessment, then the provider's license will be placed on Administrative Hold.

As stated in Administrative Hold policy, if no immediate safety risk factors exist to the children that are in the home, the children should not be removed. However, no additional placements will be made in the home until the provider complies with all the license renewal requirements and their license status is removed from Administrative Hold.

Policy in the Guide for Conducting Renewal Assessment indicates that the Professional Parenting Payment (PPMN) is suspended while the provider is on Administrative Hold. The suspension of this payment will continue until the resource home's status is removed from the Administrative Hold.

The provider will have a maximum of 6 months to be in compliance with licensing renewal requirements. If requirements are not met, the worker will begin the revocation process as outlined in Section 6 Chapter 3 Attachment D.

In order to stop the PPMN payment for those providers who are placed on Administrative Hold due to non compliance with all the license renewal requirements the worker must do the following:

- Request the Cooperative Agreement for the Purchase of Professional Foster Care Services (CM-14 also known as PP contract) be closed with a reason of “1”. The request is sent via E-mail to Mary.F.Holterman@dss.mo.gov, the Administrative Office Support Assistant responsible for entering contracts in Contract Management Unit at Central Office in Jefferson City. Please include the vendor name, vendor number (DVN), contract number and date the contract should be closed.
- Obtain the signature of the resource provider on a Cooperative Agreement for the Purchase of Foster Care Services (AC/CM-3) and send it to the Contract Management Unit in Central Office.

A new PP contract can be opened once all of the licensing renewal requirements are completed and documentation is placed in the file. The new PP contract will need to be submitted in order to open the PP contract and resume the PPMN payment.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 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: Elizabeth Tattershall 573-751-3171 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER: Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 6 Chapter 3.1.1 Administrative Hold	
REFERENCE DOCUMENTS and RESOURCES: Section 6 Chapter 3 Attachment D Guide for Conducting Renewal Assessment	