

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 10, 2008

What's Inside:
Finger print
requirement for
Respite Resource
Providers and
Transitional Living
Advocate Providers

MEMORANDUM

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

FROM: JAMES HARRISON, ACTING DIRECTOR

SUBJECT: FINGERPRINT REQUIREMENT FOR RESPITE PROVIDERS
AND TRANSITIONAL LIVING ADVOCATES

DISCUSSION:

Effective November 1, 2008, all individuals contracted to provide respite services and all contracted Transitional Living Advocates are required to be fingerprinted.

The Respite provider authorization letter, CD-26C, is now obsolete. Authorization letter, CD-26A is updated to reflect all of the resource providers who do not have to pay for their fingerprinting. The OCA code sheet has been updated removing RESP from the list of non CD paid codes.

The process to obtain fingerprints is the same as the resource parents. This process is explained on the CD-26a and in policy (Section 6 Chapter 3 Attachment A).

Licensing staff will contact currently contracted Respite Providers and Transitional Living Advocates immediately to inform them of the new fingerprint requirement. Staff will supply the individuals with the CD-26a authorization letter. Staff should insure that current Respite Providers and Transitional Living Advocates get their fingerprints completed by March 1, 2009. Staff will use the same OCA code used for foster, relative, and kinship resource providers; the residence county number with CD at the end (i.e. 051CD).

Beginning November 1, 2008, all new applicants for respite contracts and Transitional Living Advocates are to be fingerprinted and the results received for staff to review before the contract will be awarded.

Respite Providers and Transitional Living Advocates are required to be fingerprinted every 2 years, just as all licensed resource parents.

Destroy any copies of the former CD-26A and CD-26C and begin using the revised 26A effective November 1, 2008.

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 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER: Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
<u>CHILD WELFARE MANUAL REVISIONS:</u> Section 4 Chapter 21 Subsection7, Chafee Foster Care Independence Program (CFCIP) Transitional Living Program.	
<u>FORMS AND INSTRUCTIONS:</u> CD-26A Letter to Prospective or Current Resource Providers OCA Code Sheet	
REFERENCE DOCUMENTS and RESOURCES: N/A.	
RELATED STATUTE: N/A	
ADMINISTRATIVE RULE: N/A.	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
SACWIS REQUIREMENTS: N/A	