

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 6, 2009

M E M O R A N D U M

What's Inside:

Approval process for legal expenses in excess of \$100 per hour.

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: LEGAL EXPENSES IN EXCESS OF \$100 PER HOUR

DISCUSSION:

The purpose of this memorandum is to update policy in regard to the approval process for legal expenses in excess of \$100 per hour. Approval for payment of legal expenses in excess of \$100 per hour shall be referred through supervisory channels to the Regional Director or Designee, who will then make the decision whether to approve, disapprove or seek consultation from Division of Legal Services (DLS) regarding the expense. Excessive legal bills or court orders for legal fees over the current maximums will no longer be referred directly to DLS.

If excessive attorney fees are ordered by the court, the worker is to send the order immediately through normal supervisory channels to the Regional Director or Designee so that a timely decision to pay fees or appeal the order may be made. Upon the decision of the Regional Director or Designee, the worker is to immediately notify DLS if the decision made is to appeal the order as a motion to appeal the order must be filed by DLS within 30 days of the court's ruling.

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

Crystal Wilson
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PROGRAM MANAGER

Amy Martin
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CHILD WELFARE MANUAL REVISIONS Section 4, Chapter 11, Attachment C Special Expenses Payment
FORMS AND INSTRUCTIONS N/A
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